



# Holte School

## Charging and Remissions Policy

<b>Lead member of staff:</b>	School Business Manager/Finance Manager
<b>Legislation Status: (Statutory/Non-Statutory)</b>	Statutory
<b>Local Authority Model Policy or School Written Policy:</b>	LA Model Policy
<b>Required on school website:</b>	Yes
<b>Revision Date:</b>	January 2026
<b>Date Ratified by Full Governing Body:</b>	23/03/26
<b>Signed by Chair of Governors:</b>	Jane Humpherson

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## **Rationale**

The Governing Body of Holte School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

## **Context**

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No student may be left out of an activity because their parent/carers cannot or will not make a contribution of any kind.

## **Aims**

- To make school activities accessible to students regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parent/carers, students and the school and;
- Which acknowledges the cost of such activities to the school's budget.

## **Charges**

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

### **Educational Residential Activities Taking Place Largely During School Hours**

The full cost to each student of accommodation. Parent/carers have the right to claim free activities if they are in receipt of the following state benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

**Activities outside School Hours/ Non-Curriculum based**

The full cost to each student of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

**Individual Instrumental Tuition**

The full cost to the student for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

**Remissions**

There will be no obligation for any parent/carer to make a voluntary contribution towards the cost of school curriculum-based activities and to the School Fund. Students will not be treated differently whether or not their parent/carers have made a contribution.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parent/carers, for example, in the case of family hardship. When arranging a chargeable activity such parent/carers will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

**Voluntary Contributions**

Voluntary contributions may be requested from parent/carers to cover the cost of the following activities:

Cost of materials, bus fares, entrance fees, school visitors & travel costs for non-curriculum linked trips and experiences.

**General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parent/carers to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parent/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

**Signature on behalf of the Governing Body:**

**Chair of Governing Body Finance Committee:** .....

**Print Name:** .....

**Date:** .....