Furrowfield School

Charges and Remissions

2025-2026

Introduction

The purpose of the policy is to ensure that there is clarity over those items that the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DCSF guidance and complements the school's SMSC.

Definition

The school day is defined as 08:50 until 15:00

Responsibilities

The Head Teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take students between the school and the activity. This also includes charges made for teaching an individual student or groups of up to four students to play a musical instrument.

Infrequently, voluntary contributions may be sought for activities during the school day which entail additional costs.

In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. All such activities are provided free of charge to students regardless of the cost to the school.

Optional activities outside of the school day

We do not normally charge for optional, extra activities provided outside of the school day, for example camping trips. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding and then pay the remainder from school funds.

Minibus

Travel in the school minibus is free.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't or won’t. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/carers who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Our school does not charge for teaching either an individual student or groups of any appropriate size to play a musical instrument or to sing.

Eligible 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

Other Charges

The Head Teacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Remissions Policy

The Head Teacher, Resource Committee or Governing Body may remit in full or part charges in respect of a student, if it feels is reasonable in the circumstances.

The Head Teacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels reasonable in the circumstances.

Further Guidance and Reference to Legislation
Governors Guide to the Law, Chapter 23 – Charging for School activities