



Charging & Remission Policy 2025/26

VISION:	VALUES:	RIGHTS RESPECTING SCHOOLS (RRS)	BEHAVIOUR
<p>At Tillingbourne we want children to</p> <ul style="list-style-type: none"> • Love Learning • Find their strengths and talents • Achieve more than they thought possible 	<ul style="list-style-type: none"> • Aspirational • Responsible • Resilient • Curious • Confident • Caring 	<p>FOCUS RIGHTS</p> <ul style="list-style-type: none"> • The right to learn • The right to be heard • The right to be me 	<p>All children must be:</p> <ul style="list-style-type: none"> • Ready • Respectful • Safe

Next Review date September 2026

Introduction

This policy has been formulated in accordance with Department of Education guidance on Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. It also sets out those activities for which charges will not be made.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation.

EDUCATION DURING SCHOOL HOURS

Charges may be made for:

- any materials, books, instruments, or equipment, where parents wish their child to own them;
- optional extras (see below);
- music and vocal tuition in certain circumstances (see below).

Where a charge is made it will not exceed the actual cost. If further funds are required, for example, to help in hardship cases, this will be by voluntary contributions (see below), general fundraising, or from the school budget.

VOLUNTARY CONTRIBUTIONS

Although the school cannot charge for school-time activities, we may still invite parents and others to make voluntary contribution equal to the cost of the activity; such contributions are voluntary by law, although the only way the school can subsidise them is to take money from other areas of the curriculum.

Where parents are unable or unwilling to make such contributions because of financial circumstances, they are asked to inform the Headteacher or School Business Manager who will treat the matter in the strictest confidence.

Schools cannot exclude children from taking part in an activity that is part of the national curriculum purely on the grounds that parent or carer cannot make, or refuses to make a contribution. If sufficient parents are unable to contribute, the visit may not go ahead.

EDUCATION PARTLY DURING AND OUTSIDE SCHOOL HOURS

If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge will be made. Time spent on travel only counts as being during school hours if the travel takes place during school hours. If the activity takes place mainly outside of school hours then a charge can be made, provided the activity is not part of the National Curriculum, not part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school and not part of religious education.

OPTIONAL EXTRAS

The Education Act 1996 describes activities that can be charged for as “optional extras”:

- transport that is not required to take the pupil to school or to other premises where arrangements have been made for the pupil to be provided with education;
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included for:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

RESIDENTIAL ACTIVITIES

Special rules apply for residential activities. A trip counts as falling within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half-days taken up by the activity.

If a residential activity takes place largely during school time, is to do with the national curriculum or religious education a charge can only be made for board and lodging. Parents will be invited to contribute towards the remaining cost of such visits in the same way as for day trips. Where a pupil's parent/carer is entitled to the following [benefits](#)) they will be exempt from paying the cost of board and lodgings:

- 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)

FOREST SCHOOL

Forest school is available for children in selected year groups. We invite parents and others to make voluntary contribution equal to the cost of the activity (mainly staffing) as without the contributions the school is unable to provide this activity.

SWIMMING

School swimming is available for children in selected year groups. Children will swim weekly at Cranleigh Leisure Pool. Parents are invited to contribute towards the costs.

EXTENDED SERVICES (BREAKFAST CLUB & AFTER SCHOOL CLUB)

Tillingbourne School is dedicated to providing a well-rounded and extensive education for our students which includes a breakfast club and after school club and a wide range of extra-curricular activities. Charges are based on the cost of providing the activity. Parents in receipt of certain benefits may be offered a discount

BREAKAGES AND FINES

Where items are lost, damaged or destroyed as the result of a pupil's behaviour. Parents may be asked to contribute towards the replacement of these items.

REMISSION OF CHARGES

The governing body delegates to the Headteacher a power of discretion. This discretion may be used to waive charges, either in full or in part, for an individual pupil. The Headteacher's discretion will be exercised where, in the opinion of the Headteacher, there is clear evidence of financial hardship or an educational or social imperative for a given pupil to benefit from an activity which, but for a remission, would not make their participation possible. The Headteacher's discretion may only be exercised by the Headteacher or authorised deputy.