

Denton and Harlaxton Church of England Schools

TOGETHER



WE CAN!

Learn
Encourage
Aspire
Respect &
Nurture



Charging and Remissions Policy

Policy :	Date	Signatures of Chair of Finance / Personnel Committee & Head
Last Reviewed:	Autumn 2025	Changes Made YES/NO
Board of Governors review complete:	Autumn 2025	
Date of next review:	Autumn 2026	

This easy to remember statement sums up our vision for our children within our community.

Together we can...

Learn

Encourage

Aspire

Respect

Nurture

With God, together we can Learn, Encourage, Aspire, Respect and Nurture.

And the child grew strong; he was filled with wisdom, and the grace of God was on him

Luke 2:40

We believe in a collaborative approach – developing the whole child by developing the whole community together. As an inclusive church school, we use positive and consistent expectations to help all members of our community to flourish. We work towards achieving excellence in all we do, and we recognise the value of everyone in our school and seek to enable all to become agents of positive change in the world.

CHARGING FOR SCHOOL ACTIVITIES

This policy has been written with reference to the DfE publication ‘Charging for School Activities’

[Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Action Points

Principles of a Charging Policy

Education provided by any maintained school should be free of charge if it takes place wholly or mainly during school hours. The lunch hour is not considered to fall within school hours

Parents may occasionally offer money to help the school provide for their child’s special educational needs. In no circumstances should this be accepted.

L.A.s and Governing Bodies are required to formulate, and keep under review; their own policies in respect of charges and remissions arrangements and no charge can be levied unless such a policy is in place.

Charging and remissions policies adopted by Governing Bodies may be more or less generous than the LA’s policies provided they meet the requirements of the law. The Charging Policy should set out details of the provision and types of case for which it is proposed to make charges. Schools are expected to review their remissions policies

in relation to children who are entitled to free school meals and may want to consider remissions for instrumental or vocal tuition.

Charging and remissions policies should be reviewed periodically and details notified to parents as well as being included in the school prospectus.

Principles of a Remissions Policy

The remissions policy must set out the circumstances in which charges will be remitted in whole or in part. Section 457 of the Education Act 1996 states where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip.

The prescribed benefits can be found here:

[Apply for free school meals - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

As a statutory minimum, they should provide for complete remission of board and lodging charges to pupils whose parents receive the prescribed benefits above if the activity is deemed to take place during school hours, or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89, i.e. no charge for any activity provided to:

Fulfil any requirements specified in the syllabus for a prescribed public examination.
Specifically fulfil statutory duties relating to the National Curriculum.
Specifically fulfil statutory duties relating to Religious Education.

Remissions policies for maintained schools should indicate also any circumstances in which the Governing Body propose to remit or subsidise any charges made by the LA under its charging policy.

LA's Charging and Remission Policy

Individual instrumental or vocal tuition, where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. (Children in the care of the Local Authority will continue to be entitled to free tuition).

A charge may be made.

Transport to work experience.

Parents will pay directly (Except statemented pupils where the statement refers to transport).

'Optional extras' i.e. activities outside school time not related to statutory duties.

Charges will be levied unless Governors decide otherwise. The school will fund costs arising from Governors' decisions on remissions

Board and lodging on residential visits.

Charging is permitted for this element only, (other costs, such as transport etc., may be financed by voluntary contribution or from other sources).

If the visit is wholly or mainly in school hours, children whose parents are in receipt of the benefits above, are entitled to the remission of these charges.

The cost involved will be met from school's resources. Governors will determine and finance school policy and any remissions in addition to those required by law.

Charges for Board and Lodging at Boarding Schools.

Governors to determine policy

Re-scrutiny of exam results.

Parents to pay all charges unless in special circumstances Governors wish to have the papers of a number of pupils re-scrutinised.

Exam entry for a) prescribed exam for which pupils have not been prepared by school, b) entry for an exam which is not on prescribed list c) where preparation takes place outside school hours.

A charge will be made and Governors will determine and finance any school policy on remissions.

Recovery of wasted exam fees.

Parents to be charged but Governors may decide whether to adopt a more generous policy.

Voluntary Contributions by Parents

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, **but such requests must make it clear that there is no obligation to contribute. Pupils must not be treated differently according to whether or not parents have agreed to make a voluntary contribution.**

If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but **no pupil may be excluded from the trip because their parents have not contributed.**

Charges made to parents must not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any shortfall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

Charging Parents for breakages and fines

There is nothing to prevent schools from asking parents to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost textbook etc. Where this is the result of a pupil's behaviour.

Governing Bodies are advised to include their policy on such matters in their discipline codes so that parents and pupils are aware of the position.

Methods of Payment

At Denton and Harlaxton, 'parentmail' is the preferred method of payment. This is a cashless system. Where parents will not or cannot use the system, they will need to bring cash into school in a clearly marked envelope. This is then receipted.

Appendix A- list of items that Denton and Harlaxton Schools makes a non-profit –making charge for:

This information should be regularly checked and updated accordingly.

Denton and Harlaxton CE Schools Charges

Hot School Meals:

There is a charge of £2.58 (Denton) and £2.30 (Harlaxton) per pupil for hot school meals (a number of children are entitled to free school meals which is dealt directly between the parent and tax credit)

The money is paid to the supplier **directly by the parent** and ordered from the supplier of the meals

Equipment: Denton stock the following items for sale these are sold on to parents at cost:

Swimming Hats £1.00 (Denton)

Book Bags £5.50 (Denton)

Other items are ordered through school on behalf of 247 clothing direct and other on line sources are available

Equipment: Harlaxton stock the following items for sale these are sold on to parents at cost:

Swim Hat £1

(No uniform is sold direct from the school)

School uniform with a logo can be purchased from School Trends

All uniform can be purchased without a logo very cheaply from major supermarkets and some shops and online retailers. It is all freely available.

School Trips: School trips are calculated as a whole including entry fee, transport arc, this total is then divided by the actual number of people going and this voluntary cost passed to parents. Very often the price of a school trip outweighs the cost to parents and the school subsidise the shortfall. However if the shortfall is substantial then the trip is cancelled and any monies returned to parents.

Friends of Denton School and Harlaxton PTA also give money towards bus fees for trips.

Children eligible for free school meals receive subsidised trips through use of the Pupil Premium.

Music Tuition: Paid direct to Lincolnshire Music Service by the parent. Parents book directly. **Children in receipt of free school meals or are looked after are entitled to a subsidised tuition rate.** <https://lincs-music-service.org/for-schools/learn-an-instrument/>

Swimming: Is voluntarily charged at £3.30 per session (Harlaxton 40 minute lesson) and £3.30 (Denton 40 minute lesson)

This includes cost of specialist tuition, entry fee and coach travel
(The balance of cost is subsidised by the school.)

School Uniform (Denton and Harlaxton): is supplied by a variety of online or supermarket providers.

Wraparound care prices updated Autumn term 2025

From September 2025 the pricing is as follows DENTON:

	1 session	2 sessions
Breakfast club	£6.50 8:00-9	
After School Club	£5 3:30-4:30	£10 3:30-6

From September 2025 the pricing is as follows HARLAXTON:

	1 session	2 sessions
Breakfast club	£4 8:15-9	£7 7:30-9
After School Club	£5 3:30-4:30 or 4:30-6	£10 3:30-6