



## Charging and Remissions Policy

Langley School

Toni McCarroll, October 2023  
Reviewed: October 2024, October 2025

## Rationale

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

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils 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 pupil may be left out of an activity because their parents / carers cannot or will not, make a contribution of any kind.

## Aims

- To make school activities accessible to pupils regardless of family income
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school, and;
- Which acknowledges the cost of such activities to the schools' budget.

## Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we may allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit, using Pupil Premium funding to enable disadvantaged children to experience a broad curriculum. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras' This list is not exhaustive;

- Visits to museums.
- Sporting activities which require transport expenses.
- Outdoor adventure activities,
- Visits to the theatre;
- Musical events.

## Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do charge parents for the accommodation, activities and travel to the site. The cost of this may be subsidised by school.

## Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. Children and parents cannot refuse to take part in this activity.

We make no charge for this activity. We inform parents when these lessons are to take place.

## Photocopying

It is expected that staff will use the photocopier to provide resources for teaching, Professional Development or supporting other staff with policies and schemes.

Visitors to the school such as students may photocopy items needed for teaching and children however, if their photocopying is for college for example policies, we administer a charge per sheet to cover the ink costs (2p for Black & White, 5p for colour).

## General

The cost of repairing damage and replacing school property or equipment (lost, defaced or damaged) remains the responsibility of the parent / carer when this damage or loss is the result of their child's behaviour or negligence.

Parents / carers should advise the child(ren) not to bring valuables into school and states that the school takes no responsibility for any items lost or damaged.

The school may from time to time amend the categories of activity for which a charge may be made.

When seeking voluntary contributions from parents or students for a particular activity, the school will always indicate whether the activity will be prevented from going ahead in the absence of sufficient funds.

Nothing in this policy statement precludes the school from inviting parents / carers to make a voluntary contribution towards the cost of providing education for students.

## Remissions

Parents / carers may apply to the school for remission of charges in whole or part towards the charges for activities or for financial support. This is available on a case by case basis.

The school may from time to time decide to remit all or part of the cost of activities, involving particular students. This will be at the school's discretion.

When arranging a chargeable activity, the school will invite parents / carers to apply in confidence for the remission of charges in part or in full. Parents / carers should talk to the office staff in the first instance.

In the main, subsidies may be made for students on the Free School Meals Register, or a Looked After Child. Remission for students not on the Free School Meals Register or a Looked After Child cannot be guaranteed.

## Monitoring arrangements

This policy will be reviewed by the Headteacher. At every review, it will be approved by the Governing Board.

## Reviewed

### Reviewed

Approval Date:	October 2025
Approved by:	Toni McCarroll
Last Reviewed:	October 2025
Reviewed by:	Stephanie Parkes

Review Frequency:	Annually
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Policy Version	Date	Amended by	Comments:
V1	October 2023	Toni McCarroll	No changes
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