



Charging and remissions policy

Agreed: Autumn 2025

Review: Autumn 2026

Statutory

Annual

| Model policy used | Changes |
|----------------------------------|--|
| NA - mix of a number of policies | No changes made except confirmed costs for 25/26 |

This policy sets out the charging and remissions policy of Sunnydown School. This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

Aims

This policy on charging and remissions aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Definitions

- *Charge*: A fee payable for specifically defined activities.
- *Remission*: The cancellation of a charge which would normally be payable.

Roles & Responsibilities

- *The Governing Body*: The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy.

- *Headteacher:* The headteacher is responsible for ensuring staff are familiar with the policy and that it is being applied consistently.
- *Staff:* Staff are responsible for implementing the policy consistently and notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The school will provide staff with appropriate training in relation to this policy and its implementation.
- *Parents/Carers:* Parents are expected to notify staff or the headteacher of any concerns or queries regarding this policy.

Charges – general principles

- *Admissions.* No charge shall be made for admission to the School.
- *Education During School Hours.* No charge shall be made to parents/carers for pupil's education provided that the education takes place wholly or mainly during school hours.
 - Where there is a cost to a visit or activity during school hours, parents may be asked for a voluntary contribution towards this. Children will not be excluded from the visit if their parents are unwilling or unable to pay.
 - When places are limited for an activity which is taking place wholly or mainly within school hours, the selection of pupils shall not be based on the willingness or ability of pupils' parents to make a voluntary contribution towards the cost.
- *Educational visits wholly or mainly outside school hours.* These activities will relate to the overall curriculum and may reflect more than one subject area.
 - Staff undertake these visits on a voluntary basis.
 - There is no guaranteed provision in the budget for these activities. Parents/carers may be charged for these activities with their actual cost being divided by the number of pupils wishing to participate.
 - It will be made clear to parents that, unless enough voluntary contributions are forthcoming, the activity will not be able to take place. In this event, the School may seek other sources of funding.
- *Extra-curricular Residential Visits and School Trips.* These may be used to extend the School Curriculum and individual learning programmes and form an important part of the school's extra-curricular activities.
 - Teachers undertake these visits on a voluntary basis.
 - Parents will be advised of the total cost of the School trip and invited to make a contribution towards it.
 - Parents will be expected to pay all board and lodging charges connected with any residential visit organised by the School. These charges will relate only to the board and lodging for the parents' own child and will not include a subsidy for any other pupil or activity.
 - It will be made clear to parents at an early stage that, unless sufficient voluntary contributions are received, the activity will not take place. These visits will therefore be presented initially as proposed projects until a decision as to their viability can be reached. In this event, the School may seek other sources of funding.

Summary of charges 2025- 26

| Charging | Amount | Notes |
|------------------------|-------------|---|
| School Meals | £2.80 / day | <ul style="list-style-type: none">• Compulsory, unless eligible for Free School Meals• Payment should be made online via ParentMail• A summary of costs is sent to parents/carers per half term• Students can bring a packed lunch to school |
| Chromebooks | £250 / unit | <ul style="list-style-type: none">• Families asked to purchase Chromebooks in Year 7, at market price• Set up and managed by school throughout student time on roll• Repair costs, outside of warranty, and insurance responsibility of family• When student graduates, Chromebook becomes personal property |
| School Fund | £60/year | <ul style="list-style-type: none">• Voluntary contribution to cover incidental costs (e.g. Sports Day prizes, House Points etc.) and incidental costs incurred during educational visits and other activities outside of school• Used to support educational projects that cannot be covered by school's delegated budget |
| Technology Consumables | £30/term | <ul style="list-style-type: none">• Voluntary contribution towards food and technology items that are not covered by education funds• Used directly for the benefit and learning opportunities for students• Shown on Parentmail on a termly basis |
| Public Exams Fees | Nil | <ul style="list-style-type: none">• Where students are prepared by the school for an exam, entry fees are paid from the school's delegated budget• School may choose to recover the costs of exam entries where a student<ul style="list-style-type: none">a. Fails to complete courseb. Fails to attend exams, unless for a certified medical reason |

Remissions

The school reserves the right to remit some or all of the charges for optional extra activities where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases, the criteria applied for remission will be made clear to parents and other interested parties but children will not be treated differently according to whether their parents have made a voluntary contribution.

Work experience

The Governing Body will determine the extent to which parents will be asked to meet the cost of work experience travel costs where journeys are made direct from home, bearing in mind their arrangements for work experience and the amount of funding provided by the LA.

Summary

Sunnydown offers an excellent education and opportunities for all students. Your cooperation in supporting the school with the above contributions allows ongoing developments.

- If you would like to discuss any aspect of the above, please do not hesitate in making contact with the school office.
- Summaries of costs will be sent to parents/carers
- Children who receive free school meals may be entitled to part or full support with the cost of the above, again please speak to the school office for further information.

Annex – exemptions for payments

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

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

The Pupil Premium budget will be used on request for any child whose parents meet the above criteria and are unable to make a voluntary contribution.