



Abbey Court School

CHARGING AND REMISSION POLICY

LOCATION: SCHOOL HANDBOOK, SECTION 1, DOCUMENT 21

Date policy first adopted: December 2025

Date reviewed: December 2025

Reviewed By: Vicky Aspin

Date ratified by Governing Body: January 2026

Date of next review: December 2026

1. AIMS

- Ensure clear, robust processes for charging and remissions
- Minimise financial barriers for pupils while offering a wide range of activities.
- Align with Abbey Court's Finance Policy principles of Best Value and solvency.

2. LEGISLATION AND GUIDANCE

This policy is based on DfE guidance on charging for school activities and the Education Act 1996 (Sections 449–462). It complies with Medway Council financial regulations and Abbey Court Finance Policy.

3. DEFINITIONS

Charge: A fee payable for defined activities.

Remission: Cancellation of a charge normally payable.

4. ROLES AND RESPONSIBILITIES

The responsibilities of each person or group involved in the administration of the school's finances are set out below: -

Governing Body: Approves and monitors this policy (Finance Committee delegated authority).

Headteacher: Ensures consistent application and staff awareness.

Finance Manager: Implements financial controls and monitors income from charges.

Parents/Carers: Notify school of concerns regarding charges.

4.1 WHERE CHARGES CANNOT BE MADE

- Education during school hours (including materials).
- Transport provided by LA or school for statutory purposes.
- Residential visits forming part of the National Curriculum or exam syllabus.
- Supply teachers accompanying pupils on visits.

4.2 WHERE CHARGES CAN BE MADE

- Optional extras (e.g., after-school clubs, extended day services).
- Board and lodging for residential visits (actual cost only).
- Music tuition requested by parents.

- Community facility lettings (cross-reference Lettings Policy).

4.3 VOLUNTARY CONTRIBUTIONS

Abbey Court may request voluntary contributions for educational trips and outings. No pupil will be excluded because of inability to contribute. If insufficient contributions are received, the activity may be cancelled.

The special needs of the children who attend Abbey Court School mean that a very wide range of educational activities are provided. Some of these will be educational journeys and outings, which could incur additional costs which are beyond the school's usual cash resources.

In those cases where educational journeys, outings, or activities require additional funding, it is appropriate to ask parents to make a voluntary contribution towards all or part of those costs. However, it must be emphasised that a parental inability to contribute will not result in a child being excluded from an activity.

In the event of a parental contribution not being available, the additional necessary funds will be sought from the Pupil Premium Grant. If a failure to obtain such funds threatens the viability of the activity, then the activity may have to be cancelled.

Parents must always receive written information about a proposed activity, and a request for a voluntary contribution must be worded as follows:

“This school journey is being organised for educational and social reasons and incurs costs which we cannot meet out of our school budget. We hope that the costs will be met as a result of a parental contribution of £--- per pupil, but no pupil will be excluded because of a parental inability to contribute. Parental contributions should be made via ParentMail. Please contact the school as soon as possible if this proposed financial contribution presents you with difficulty. If insufficient voluntary contributions are received this may result in a cancellation of the visit or activity.”

When determining the additional costs of any educational activity it is appropriate to include the cost of necessary staff participation and to include this in any proposal for a voluntary contribution from parents, or a subsidy from any other source. It is important to ensure that staff do not incur personal expenditure as a result of carrying out duties, particularly when staff already contribute so much of their own time to enable such activities.

The school requests contributions towards providing a healthy, varied snacks during the morning session. Pupils will not be excluded from snack because of inability to contribute.

4.4 ACTIVITIES WE CHARGE FOR

- External providers Hydrotherapy pool hire (with insurance and qualified personnel).
- Community lettings (fees reviewed annually by Finance Committee).
- Educational visits and residential journeys - Charges calculated to include staff admission/catering/activity costs, utilities, and administration (Finance Policy compliance).
- Additional off-site educational enrichment activities- horse riding, trampolining, skiing, swimming (FE only) etc.

4.5 REMISSIONS ELIGIBILITY

- Income Support
- Income-based Jobseeker's Allowance
- Universal Credit (income < £7,400)
- Child Tax Credit (no Working Tax Credit)

- Other hardship cases (Finance Committee discretion)

4.6 MONITORING ARRANGEMENTS

Finance Committee reviews charges annually (linked to Finance Policy Section 4.2). Policy reviewed every year and ratified by Governing Body.