

# NORTON CP SCHOOL CHARGING & REMISSIONS POLICY

April 2026



## Vision Statement

**N**othing is beyond our reach!  
**C**are and challenge engage and motivate us!  
**P**raise reassures and supports us!  
**S**uccesses are celebrated and built on!

## **NORTON CP SCHOOL**

### **CHARGING & REMISSIONS POLICY**

This policy takes guidance from the DfE Policy – ‘Charging for School Activities’ and Local Authority guidance on school lettings.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

This advice has been written to provide at-a-glance information and complements the information given in section 7.5 of the Governors Handbook. This advice accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

This Policy will be reviewed on an annual basis by the School’s Finance Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the school’s position on charges, remissions and lettings.

### **The Principles of Charging**

#### **Direct Charging**

- **School meals.** These are provided in-house and are charged at a rate set by the Governing Body.
- **Music Tuition.** Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil’s parent.
- **Residential Trips.** Charges will be made for board and lodging and the charge will not exceed the actual cost.
- **Materials, books, instruments or equipment.** Charges will be made for revision books.
- **After School Activities.** Charges will be made for Breakfast and After School Clubs and clubs that are provided by an external provider.
- **Uniform.** Some items of uniform are available from the school and is chargeable at the rate set by our uniform provider. Second hand items are also available.
- **Nursery Provision.** Charges will be made for nursery sessions where the parent is not in receipt of funding. Charges will be made for each session not funded and parents will be invoiced on ParentPay.
- **Community Facilities.** Charges will be made for lettings in accordance with the Lettings Policy.

#### **Voluntary Contribution**

The school is able to ask for voluntary contributions from parents to fund activities for which a direct charge is not permitted. Some activities for which the school may ask parents for voluntary contributions include but are not limited to school trips, sporting activities and swimming.

If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

## **No Charging**

- There is no charge for admission applications to the school.
- There is no charge for education provided during school hours.
- There is no charge for entry for a public examination if the pupil has been prepared for it at the school.
- There is no charge for school meals for those pupils in receipt of Free School Meals.
- No charge will normally be made for broken windows, damage to school property or lost library books, but parents will be asked to pay for them if they result from pupil's misbehaviour / misadventure.

## **Recovery of Charges**

Any sums payable by parents for direct charges that they agreed to pay for are recoverable as a civil debt and the school will seek to recover this debt.