



Charging and Remissions Policy

Written by Mrs E Kearns	
Reviewed	Autumn 2025
Next Review	Autumn 2026

HAMPTON DENE SCHOOL



Charging and Remissions Policy

1. Introduction

This policy sets out Hampton Dene School's approach to charging for school activities and the circumstances under which remissions will be applied. It reflects the requirements of the Education Act 1996 and current DfE guidance on charging for school activities.

Our aim is to ensure all pupils have equal access to a broad and balanced curriculum, including enrichment opportunities, regardless of their family's financial circumstances.

2. Charging Principles

- No charge for education during school hours: Education provided wholly or mainly during school hours is free of charge.
- Voluntary contributions: Parents may be invited to make voluntary contributions to support activities such as educational visits. No child will be excluded if their parents are unwilling or unable to contribute.
- Optional extras: Charges may be made for activities outside school hours that are not part of the National Curriculum, religious education, or statutory provision.
- Board and lodging: Charges will be made for residential trips, but families eligible for certain benefits may receive full or partial remission.
- Materials, books, instruments, or equipment: Parents may be asked to pay for or provide ingredients/materials for practical subjects (e.g., cookery, DT)

3. Specific Applications

- Educational visits: Voluntary contributions may be requested to cover transport, entry fees, or specialist workshops.
- Swimming lessons: Parents may be asked to contribute towards transport costs.
- After-school clubs: Where external experts are engaged, parents may be asked to meet costs.
- Music tuition: The full cost of Peripatetic tuition and instrument hire is borne by the parent unless subsidised by donations or internal tuition charged at a lower rate and used to subsidise peripatetic tuition
- Damage to property: Parents may be charged for the cost of repair or replacement in cases of wilful damage to property and equipment by pupils and expect parents to support the school in this respect by helping their child face their responsibility. The charge will not exceed the full replacement or repair cost of the property and/or equipment.

4. Remissions

Families in receipt of the following are entitled to full or partial remission of charges:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual income below the threshold set by HMRC)
- Universal Credit (with household income below the threshold set by DfE guidance)

The Headteacher has discretion to reduce or waive charges in special circumstances

5. Responsibilities

- Governors: Approve and monitor the policy.
- Headteacher: Ensure implementation and consider remissions in special circumstances.
- Parents: Support voluntary contributions where possible.

6. Review

This policy will be reviewed annually, or earlier if there are changes in legislation or DfE guidance.