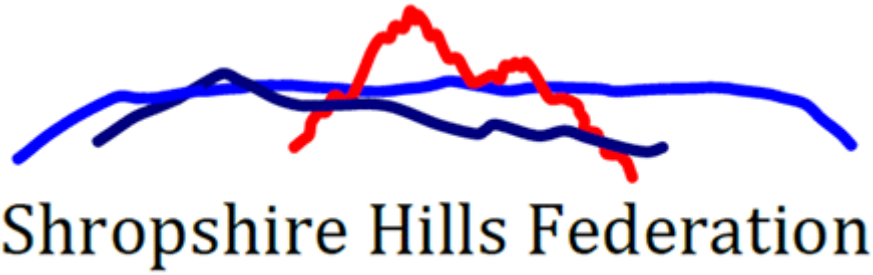
Shropshire Hills Federation



Charging and Remissions Policy 2026

Introduction

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. The Federation, Local Authority or Governing Body may not charge for anything unless they have drawn up a statement of general policy on charging. The Federation's policy may be more or less generous than the LAs, as long as it meets the requirements of the law.

Nursery Sessions

The Federation will charge amounts prescribed and agreed by the Governing Body for Nursery sessions which are not funded by current legislation. The amounts may be payable in a variety of methods including agreed childcare vouchers. Payments must be received in advance or by the end of each month. Instances of absence will not be refundable. If the establishment cannot provide the provision the charges will be removed.

Faliure to pay within 14 days of the due date will result in the individual's future provisions being removed.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of: any activity which takes place during school hours; school equipment; and school funds generally. The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Educational Day Trips

The Federation values highly the benefits of educational visits, theatre trips and off-site learning and such learning is integral to our teaching and learning, and indeed our ethos.

The Federation may request a voluntary contribution for educational day trips and visits. This cost will not exceed the actual cost of the provision. Wherever possible, the Federation will seek funding from CSF and FoNSS to subsidise all trips and visits to ensure that they are affordable to all families. Currently the CSF and FoNSS have agreed to fully fund educational trips and theatre trips for the academic year for all children regardless of family income. No child should be discriminated upon due to inability to pay, and families of children for whom the school is in receipt of income based Free School Meals will be entitled to remission of any charges in any circumstance.

Residential Trips

The Federation will charge for the cost of board and lodging and additional activities during residential school trips. This cost will not exceed the actual cost of the provision. Wherever possible, the Federation will seek funding from CSF and FoNSS to subsidise all trips and visits to ensure that they are affordable to all families. No child should be discriminated upon due to inability to pay, and families of children for whom the school is in receipt of income based Free School Meals will be entitled to remission of any charges.

Instrumental Music Lessons

A charge may be made for instrumental music tuition for individuals and groups of up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit compulsorily,or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible. Charges to parents will not exceed the costs to the Federation.

Breakfast and After School Clubs

The Federation will charge for all breakfast and after school clubs other than those which are to prepare children for SATs tests in Year 6. Families of children for whom the school is in receipt of income based Free School Meals will be entitled to remission of any charges. Afterschool club payments must be paid in advance by the end of the first week of each half term. Breakfast clubs must be paid by the end of each month. Instances of absence including sickness will not be refundable. If the establishment cannot provide the provision the charges will be removed.

Faliure to pay within 14 days of the due date will result in the individual's future provisions being removed.

Public Examinations

No charges will be made by the Federation for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents for music examinations which are not part of the National Curriculum. Charges may not be made for any cost associated with preparing a pupil for an examination, for example SATs preparation materials for school use or for recommended home learning. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

School Uniform and Associated Items

The Federation will charge parents for all school uniform and associated items, where applicable. The charge will not exceed the cost of the uniform and other associated costs of procurement and delivery. School uniform will be in colours readily available at local supermarkets and shops, where more inexpensive unbranded similar items are available.

Legislation Provisions concerning charging for school activities can be found in sections 402, 450 to 458 and 460 of the Education Act 1996 and in The Education (School Sessions and Charges and Remissions Policy) Information, England, Regulations 1999 (SI 1999 No. 2255). Key Documents Further detail can be found in A Guide to the Law for School Governors. Appendix: Policy Guidance and Recommended Statement for inclusion as a statutory requirement within the School Prospectus

Approved by the Governing Body on: 24.02.26

Signed: _____(Heather Kidd)
Designation: Chair of Finance Committee

Date of next revision: March 2027