The Parkside School
Charging and Remissions Policy

Approved by:	Mrs Carolyn Ellis-Gage Head Teacher	**Date:** October 2026
Signed:		
Next review due: **by:**	October 2027 (Annually as Part of the Finance Policy) Mrs Carolyn Ellis-Gage Head Teacher	

Legislation allows schools to charge to certain activities which take place both inside and outside school hours.

The policy applies to all pupils registered as pupils of the school.

No charges will be made for any education provided (including relevant transport, materials, books, instruments or equipment), at any time during school hours apart from those items listed below.

The School will exercise the discretion to charge for:

1. Board and lodging on any residential trip (overnight or longer);

2. Individual tuition on a musical instrument;

3. Materials and ingredients for use where there is an end product if a parent has indicated he/she wishes the pupil to receive the finished article; and,

The prohibition on charges is subject to the discretion for parents to make voluntary contributions.

THE SCHOOL WILL REGARD VOLUNTARY CONTRIBUTIONS IN THE FOLLOWING WAY, WHICH RECOGNISES A TRADITION THAT HAS EXISTED FOR MANY YEARS

EXAMPLES

Transport

A parental contribution may be requested for the cost of transport for school outings, trips or residential visits. In order to make such outings viable, a parental contribution may be requested. This contribution will be entirely voluntary and no pupil will be excluded from such an outing if parents do not contribute.

Work Experience

Pupils travelling direct from home to work experience will be expected to pay their own travelling expenses. Those using transport to school and who then go on to work experience placements will not be charged.

Entry Fees

The School may ask for a voluntary parental contribution for the cost of entry fees encountered on educational outings or visits.

The School reserves the right to retain for display purposes any finished products of art or craft work other than those for which parents have paid a cost contribution.

Residential Trips

The School will charge parents/carers for the cost of board and lodging for all trips which require children to be away from home overnight or longer.

At all times consideration will be given to keeping the parental contribution as low as possible. The School will, where possible, use money from fundraising events organised by parents/pupils and/or money donated for the trip by charitable organisations, in order to defray overall costs.

IF THE ACTIVITY CANNOT BE FUNDED WITHOUT VOLUNTARY CONTRIBUTION, THE SCHOOL WILL MAKE THIS CLEAR TO ALL PROSPECTIVE PARTICIPATING PARENTS/CARERS AT THE OUTSET.

REMISSIONS POLICY

The School will maintain a Remission of Charges Policy relating to all parents/carers who are in receipt of:

- Income Support
- Income Based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Revenue and Customs) does not exceed £19,995 (as at 6.4.25). This amount is subject to an annual increase which changes each April.
- Guaranteed State Pension Credit.
- Universal Credit, replacing working tax credit, child tax credit, income support, income – based jobseekers allowance.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head Teacher.

NB. This is taken from Appendix D of the School Finance Policy, copies of which can be requested from the office.

(To be reviewed annually as part of the Finance Policy)