

NEWSTEAD WOOD SCHOOL

Avebury Road, Orpington, Kent BR6 9SA



Charging and Remissions Policy

Review Body:	Local Governing Body
Leadership Group Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	Annually
Reviewed:	November 2025
Next Review:	November 2026

Introduction

Newstead Wood School provides a free education for all our students. We do not permit charges for admissions, education provided during school hours, or outside school hours but constituting part of the syllabus. Nor do we charge for music tuition provided in the course of the curriculum that has not been voluntarily chosen by parents/carers, or the entry of exams in normal circumstances.

There are occasions in which Newstead Wood School does charge for certain activities which contribute to the broad and balanced curriculum on offer. These are called 'optional extras'.

Newstead Wood School is permitted to ask parents/carers for voluntary contributions for the benefit of the school, which there is no obligation for a parent/carer to make.

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions may be requested from parents/carers.

Newstead Wood School is committed to providing the best education for all and will endeavour within reason and as funding resources allow, to ensure that all activities offered wholly or mainly during the school day are available to all students, regardless of their respective parent's/carer's ability to pay. However, we reserve the right to request voluntary contributions from parents/carers and in the event of insufficient funding, to cancel an activity.

This policy has been formulated in accordance with Section Sections 449-462 of the Education Act 1996 and the guidance 'Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities' (May 2018).

Charges

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:

- a) part of the national curriculum;
- b) part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
- c) part of religious education.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

No student should be excluded from an activity simply because their parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or we cannot fund it from some other source, then it will be cancelled.

We reserve the right to make a charge in the following circumstances for activities organised by the school:

Trips, visits and activities

- Board and lodging on residential visits and outdoor pursuits
- The proportionate costs for an individual student for:
 - Travel
 - Materials and equipment
 - Administrative costs such as Insurance or Visa applications.
 - Entrance fees
- Extra-curricular activities and school clubs
- Any extended school activity

For activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.

Unless otherwise stated there can be no guarantee that contributions towards visits can be refunded should the student not be able to attend, since tickets etc. will be booked in advance and airline tickets and accommodation may be subject to cancellation charges.

Work Experience/Shadowing

There may be an administration charge for work experience placements which includes the Health and Safety checks required. The cost of travelling to and from home when students are on work experience is met by the parents/carers.

Materials and Equipment

The cost of purchase for books or materials where parents/carers wish the student to own the goods. In DT, the cost of ingredients if parents/carers if they have indicated in advance that they wish to own the final product.

Examination Fees

Where a student has not been prepared for a public examination by the school or where the school has provided no further preparation for a re-sit, we may make a charge for the cost of entering the student for the examination if previously agreed by the parents/carers.

If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the school may seek to recover the fee from the parent/carer.

There may be a charge for examination entry where there is a request from the parent/carer for additional subject entries to be made which are not supported by the school.

Music Lessons

The cost to the student for providing individual musical tuition or extra-curricular music lessons. Music lessons forming part of the curriculum or part of the provision for religious education in the school's basic curriculum. Instrumental graded examinations are to be paid by parents/carers.

General

Breakages and replacements as a result of damages caused wilfully or negligently by students. This includes the costs of replacing any books or equipment provided by the school as well as part or whole cost of damage to buildings or property by a student.

We may from time to time amend the categories of activity for which a charge may be made.

Nothing in this policy precludes Newstead Wood School from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

Uniform

The cost of purchasing school uniform will be the parents'/carers' responsibility.

Out of School Hours Child Care

All costs borne by the school in supplying supervision out of school hours.

School Transport

Transport to and from school where the student is not eligible under the Local Education Authority's guidelines.

Provision of Education and use of Facilities

To those persons who are not registered students at the school.

Remissions

For students in receipt of Free School Meals or Pupil Premium, financial support will be provided in line with our Pupil Premium Strategy. The nationally agreed criteria for which the family is in receipt of:

- Income Support
- Income based Job Seeker's Allowance
- Employment and Support Allowance (income related)
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190
- Guarantee element of State Pension Credit

Free School meals can be applied for if you are entitled to a working Tax Credit Run On for four weeks after stopping work or reducing hours to under 16 per week.

Individual Cases of Financial Difficulty

In other circumstances, there may be cases of family hardship which will make it difficult for students to take part in particular activities for which a charge is made.

Requests for financial assistance should be made in writing to the Headteacher upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place.

- The Headteacher may be able to agree flexible, extended payment terms.
- Parents/carers may be able to ask for assistance from the Hardship fund which operates independently from other funds.
- Parents/carers in receipt of the above benefits will be considered as first priority for assistance.
- In most cases parents/carers will be asked to bear a proportion of the cost.
- All cases will be treated individually and in confidence.

Where an issue arises that is not specifically dealt with within this policy, decisions will be made which are in line with the spirit of the policy and relevant legislation. We do wish to continue to offer students as wide a range of opportunities as possible and hope that parents/carers will, where possible, look sympathetically on requests for voluntary contributions.

Special Education Needs

The school would not charge for the cost of providing the special education needs of a student where these have been agreed with the Local Education Authority.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary contributions

Nothing in this policy statement precludes the school from inviting parents/carers to make voluntary contributions.