



Charges and Remissions Policy

2026-2027

This policy sets out our School approach to charging and remissions and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the School premises.

Nottinghamshire local authority Charging and Remissions Policy

General Principles

1. Nottinghamshire County Council is committed to the principle of free education at the schools it maintains and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. Nottinghamshire County Council schools are resourced accordingly. It is not expected therefore that schools will charge for activities which have been resourced through their budgets. As budgets continue to be stretched, we recognise that some voluntary activities may require a minimal fee to cover delivery costs.

2. The County Council recognises the valuable contribution schools can make to the range of educational experiences offered to their pupils by organising a range of visits and other non-classroom based activities, either inside or outside school hours. The County Council accepts that in these circumstances it may be necessary for a school to seek financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.

3. In arranging activities for which a voluntary parental contribution may be sought, the County Council expects each school to bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the school.

4. The County Council expects schools to operate within the law and not charge for those activities for which, legally, charges cannot be made. Within these legal constraints, however, the County Council recognises that each school governing body is responsible for its own charging and remissions policy. The County Council would wish to encourage school governing bodies, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The County Council would also wish to remind school governing bodies that pupils may be assisted, at the governors' discretion, from the school's budget or other funds at their disposal and that pupils must not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

Charging Policy

General position

In recognition of its commitment to free education, Nottinghamshire County Council does not normally charge pupils or parents for any activity which it directly organises, except in the circumstances described in this document.

School governing body responsibilities

The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with each individual school governing body, although the County Council expects that in determining their charging policies school governors will be mindful of the general principles set out in this document.

Activities organised by the County Council

The LA may from time to time directly provide various activities and rehearsals for those pupils at its schools who are members of the LA's 11th session arts workshops. A similar range of activities may be organised for registered pupils who participate in various performance activities organised by the County Council. Pupils participate in these activities on a voluntary basis and the LA reserves the right to make charges, where these are permitted by the Education Act 1996, in the following circumstances:

Residential activities held during school hours

Charges may be made at the discretion of the County Council for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for activities of this type will be at the discretion of the Director of Children and Young People's Services, except in the circumstances described in paragraph 14 below. No pupil will be excluded from any of the activities due to an inability to pay.

Activities held outside school hours

Charges may be made at the discretion of the Council for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:

- the pupil's travel costs;
- the pupil's board and lodging costs;
- non-teaching staff costs;
- materials, instruments and other equipment;
- entrance fees to places of interest;
- insurance costs;
- the expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Director of Children and Young People's Services

Voluntary Contributions

The restrictions on charging for activities do not in any way prohibit a school from seeking voluntary contributions from parents for the benefit of the school or towards any school activities. Any such contributions must, however, be genuinely voluntary. It will be made clear to parents if contributions are requested that:-

- there is no obligation to contribute: and
- that pupils will not be treated differently according to whether or not their parents have contributed.

If an activity cannot take place without voluntary contributions, this should be made clear to parents. An initial letter to parents in those circumstances would explain the nature of the proposed activity and its educational value. The letter should indicate the contribution per pupil which would be required if the activity were to take place. It should also emphasise that there would be no obligation to contribute and that no pupil would be excluded from the activity because his or her parents were unwilling or unable to contribute. However the letter should make it clear that the activity would not take place if insufficient parents were able to support it.

Appendix A sets out the charging arrangements for school based activities.

Remission Policy

The Council has determined the following policies which partly or wholly remit certain charges which may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by Nottinghamshire County Council and in certain cases is only available to those pupils who actually live in Nottinghamshire.

Sports clothing

The Council's school clothing assistance scheme provides for assistance to be given towards the cost of a pupil's clothing, including sports clothing, where the pupil's parents are eligible for certain benefits. Only pupils who live in Nottinghamshire are entitled to assistance under this scheme.

11th session arts workshops

The Council provides a range of 11th session arts workshops for pupils outside normal school hours. Pupils are expected to meet their own travel costs. However, the County Council operates a scheme of financial assistance towards the travel costs of those pupils who are entitled to receive free school meals or school access grants. The current level of assistance given amounts to the full travel costs involved less a defined parental contribution.

The parental contributions are reviewed annually.

Environmental education

The Council provides a range of day and residential environmental education centres for pupils attending Nottinghamshire County Council schools. Schools are

charged a proportion of the running costs for the centres. These charges are, however, partially remitted, in the case of visits which take place mainly during school hours, to reflect the number of pupils attending who are eligible for free school meals.

Board and lodging charges for residential trips

Any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be fully remitted either by the Council or the school governing body, depending upon who funds the visit, provided that the activity:

- takes place during school hours, OR
- forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours

And the parents are in receipt of:

- Income-Support
- Income-based Job Seeker's Allowance
- An income-related employment and support 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 has an annual income (as assessed by HM Revenue and Customs) that does not exceed £19,995
- The Guarantee element of State Pension Credit

Appendix 1

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This appendix sets out our School approach to charging and remissions and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the School premises.

1	Admissions	No charge will be made for admission.
2.	School meals	No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by the L.A., which from September 2026 will be £3.40.
3.	Activities for pupils that take place during school hours (School hours are those when school is actually in session and do not include the break in the middle of the school day).	No compulsory charge will be made for activities provided during school hours (with the exception of music tuition and Sports Coaching – see section 7). No charge will be made for transport during school hours e.g. to NCC swimming lessons or family sporting events covered by the PE Grant. A contribution is required to cover club transport during extra-curricular competitions or trips. A charge will be made to cover the cost of ingredients, craft products, instruments or printed materials where parents/carers/pupils have confirmed in advance that they wish to own the finished product.

4.	Activities for pupils that take place outside the school hours (non-residential)	No charge will be made for an activity that takes place outside school hours when it is: a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education <u>Optional extras</u> We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions), will be set annually on the recommendation of the Headteacher and the Finance committee. Costs we can legally recover are as follows: a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours
5.	Activities that take place partly during school hours either on or off site (non-residential)	Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 3.

6.	Residentials	Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip. <u>Board and lodging</u> <i>We will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases a reduced charge will be made for board and lodging (see section 11 of guidance for details of legal entitlements for remissions).</i> <u>Travel</u> If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although a voluntary contribution may be sought. <i>Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils.)</i> <u>Activities on residential</u> If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. <i>If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see Section 4).</i>
7.	Music tuition within school hours	No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.) We will charge for all other instrumental and/or vocal tuition requested by parents and delivered by specialist teachers within school hours, whether offered to an individual or group of pupils.
8.	Childcare	We will charge families for any childcare offered to children before and after school, with the level of fees and any remissions to be set and reviewed regularly by the Governing Body and in accordance with any requirements set by the local authority where it is subsidising the provision. Charges are set per session, not hourly rate, therefore payments for full sessions or part thereof are taken at the time of booking.
9.	Damage to property and breakages	We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

10.	Remissions and concessions	We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible by Nottinghamshire County Council. We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, as advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.
11.	Voluntary contributions	We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently for those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.
12.	Refunding parent payments	Charges for childcare or wrap-around care, are set per session, not hourly rate, therefore payments for full sessions or part thereof are taken at the time of booking. We will refund parents or carers for full paid sessions that are missed due to staff illness, absence or because of enforced school closure. If the school is forced to close during a session, this session will not be refunded. We will not refund parents or carers for sessions missed where no reason is given or where repeated short-notice cancellations have been made. Every opportunity will be made to ensure that bookings are carried over, wherever possible. We will not refund any part of a session not used. School dinners booked and ordered in advance, will not be refunded if the child misses their lunch or if a child incorrectly informs staff they are school dinners and that dinner is ordered as a result.

Costings from 01.09.2026:

Item	Cost	Requirement
School dinners	NCC have increased the cost of school dinners to £3.40	Pre-booking on Arbor
Blue Hut – Breakfast Club	£3.00 morning session (7.30am to 8.45am)	Pre-booking on Arbor
Blue Hut – After school Club	£3.00 per session	Pre-booking on Arbor
Nestlings / Explorers morning session	£15 for three hours	Pre-booking on Arbor
Nestlings / Explorers lunch bridging session	£3	Pre-booking on Arbor
Nestlings / Explorers afternoon session	£15 for three hours	Pre-booking on Arbor
Nestlings / Explorers Full Day	£33	Pre-booking on Arbor
Extra-Curricular Clubs	50p per session	Pre-booking by Arbor