



Lexden Springs School
Attend, Aspire, Achieve

CHARGING & REMISSIONS POLICY

DOCUMENT CONTROL

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Revision History

Version	Date	Change Summary	Changed By
1.0	10.03.2026	Initial Policy Release	JG/MA

Mission Statement: 'working together to achieve the best outcome'

This document sets out the Charging Policy and provides information to parents/carers on the circumstances where the school would charge for activities, whether these are within or out of school hours.

The LAC members, in reaching this policy, accept that the funds available to the school allow little scope for the funding of school trips and excursions/extras.

However, to enable our learners to benefit from the rich stimuli to be found in different environments outside the school, both in the local community and further afield, LAC members would want to support the organisation of educational visits/additional experiences during school hours, or evening visits and residential trips.

BASIC PRINCIPLES

Local Governing Bodies, schools and local authorities cannot charge for:

- Admission
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum
- Exam fee entry if the pupil is being prepared for it at the school
- Exam re-sit fees if the pupil is being prepared for the re-sits at the school
- Local Governing Bodies, schools and local authorities can charge for:
 - Any materials, books, instruments or equipment where the pupil's parent or carer wishes him or her to own them;
 - Music and vocal tuition provided at the request of the pupil's parent or carer
 - Optional extras such as day or residential trips which are not part of the National Curriculum
 - Extended day services offered to pupils such as breakfast club or after school club. (Market Field School do not currently charge for breakfast club provision.)
- Exam entry fees if the entrant has not been prepared for at the school

VOLUNTARY CONTRIBUTIONS

Every half term we ask parents and carers for a £15 contribution for Class Funds. Class funds are a valued resource allowing our children the opportunity to try new foods, drinks, and to be involved in new experiences such as cooking and tasting their masterpieces or going to a local shop or café and ordering and trying new foods/drinks. This means they are not just experiencing new tastes and textures but learning life skills too. This also means that we can incorporate regular visits to the community as part of your child's learning without the need to ask for extra contributions, unless there is an admission charge involved.

We will send regular timely reminders before each payment is due, to allow you time to budget for the payment.

Examples where parents may be asked for a voluntary contribution include:

- Swimming
- Non-residential school trips
- Enrichment activities e.g. an external drama group

VOLUNTARY CONTRIBUTIONS

Educational Visits

These are organised by teachers or staff groups, who will normally negotiate reduced or free entry into places of interest, museums etc.

Where costs are involved, parents will be asked to contribute so that each activity is self-funding. School staff and transport costs will be met by the school. Coaches may sometimes need to be hired for these trips where a group is too large for minibuses. On these occasions parents will be asked to make voluntary contributions.

If insufficient funds are available the trip may either be underwritten by the school, or cancelled, at the discretion of the Headteacher.

Voluntary Contributions for Non-Curriculum Activities

When organising school activities that are not part of the curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity. These contributions are necessary to fund the activity but are voluntary as the school cannot make contributions mandatory. This includes horse riding for example.

The level of contribution is decided by the Head Teacher and is designed to cover the cost of the activity, without affecting the schools budget allocation. Staff costs will always be met by school as will vehicle costs.

There are circumstances where the school will contribute towards an activity, but if the school does not receive sufficient voluntary contributions, the school may decide to cancel the activity.

If the activity goes ahead, it will include children whose parents have not paid any contribution. In these circumstances the school would not treat these children differently from any others. Parents have a right to know how each trip is funded and the school will provide this information on request.

Residential Trips

A charge will be made for board and lodging, transportation costs and activities during residential trips. The cost will not exceed the actual cost of the provision. Where the trip takes place wholly or mainly in school time, pupils whose parents can prove that they are receipt of the following will be exempt from the board and lodging element of the cost:

- Income Support
- Income Based Jobseeker's Allowance
- Child Tax Credit (not Working Tax Credit), with an annual income of below (
- amount reviewed annually by government)
- Pension Guarantee Credit
- Employment & Support Allowance, income related
- Support under part VI of the Immigration and Asylum Act, 1999
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax
- Credit
- Universal Credit

Parents who believe that they qualify for this remission must apply to the headteacher. Complete confidence will be observed in all such matters. In certain circumstances, this payment may be taken from the pupil's PPG (Pupil Premium Grant).

School Damages or Breakages

At the discretion of the Headteacher a pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc, may render the parent liable for the cost of repair or replacement.

In cases of accidental damage to personal property within the school it is the Headteacher's discretion whether to cover the full payment of damages or he can refer to the Chair of LAC Committee if the claim is considered to be excessive.

In any matter of dispute arising over interpretation, the Governors will be guided by the DfES and the County Council regulations currently in use.

If damage has been caused to a learner's device or piece of equipment by a member of staff then the school will pay for its repair or replacement.

Uniform

For those students who are required to wear school uniform parents order the school uniform via myclothing.com on-line <https://myclothing.com/lexden-springs-school/9411.school>

The school does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

Examination Fees

Where students are entered for assessment leading to national accreditation, e.g. Entry Level, ASDAN, OCR, course and examination fees are paid in full by the school.

The school will ask for parental contributions for residential or other extended visits.

School Lunch

School dinners are charged at £2.50 per meal, unless a pupil qualifies for free school meals.

Extra Curricular Activities run by External Providers

External providers will set and collect their own charges.

Reproduction of documents in relation to the freedom of information act.

The school reserves the right to charge a nominal fee (normally the cost of reproducing documents) in relation to any documentation covered by the freedom of information act.

No pupil alone will be prevented from accessing a trip on a financial basis; however a visit might have to be cancelled, if insufficient donations are made.