

The logo banner features a dark blue background with a faint, stylized architectural drawing of a building. The text "RAYLEIGH SCHOOLS TRUST" is written in a white, serif, all-caps font, centered horizontally. The banner is bordered by a thin light blue line on the left and a thin yellow line on the right.

RAYLEIGH SCHOOLS TRUST

# CHARGING AND REMISSIONS POLICY

**Autumn 2025**  
Review: Autumn 2026

The Rayleigh Schools Trust is fully committed to ensuring pupils receive a broad and balanced curriculum, and that pupils should benefit from a wide variety of trips and visits to enhance their learning.

In general, schools in the Rayleigh Schools Trust will not charge for educational activities in normal school hours and where it is part of the national curriculum. However, the Local Governing Bodies and Headteachers may consider asking parents to meet the cost of certain activities, or to invite voluntary contributions from parents/carers

## **Introduction**

The Trust aims to ensure that all pupils have full access to a broad and balanced curriculum. The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs and visits, can make towards a child's education and development. The school wants all of its pupils to have an equal opportunity in benefiting from school activities, both on and off site, within and outside of the curriculum, regardless of their family's financial situation. Our intention in providing this policy is to ensure transparency in setting charges and ensure all children are able to thrive through accessing curriculum based provision on offer.

In addition to our main budget, the school will plan for the effective use of its Pupil Premium allocation to support the learning and skill development of children from low-income families. For further information please see our *Pupil Premium Grant Funding Allocation* section featured on the school website.

This policy will be regularly reviewed by the Trustees and Headteacher.

## **1. Education**

The Trust recognises that schools shall not charge for the following:

- Admission to the Swayne Park School or Glebe Primary School.
- Education provided during school hours (including the supply of basic materials, books, instruments or other essential equipment).
- Education provided outside school hours if this forms part of the syllabus for a public exam, or part of Religious Education.
- Entry for a prescribed examination that the pupil is being prepared for at the school.

The Local Governing Body and Headteacher will consider, however, asking parents/carers to meet the cost of the activities featured below. Charges may be made for:

- Any materials or ingredients where parents/carers have confirmed they wish to own the finished product.
- Optional extras (see below).
- Instrumental and vocal tuition, in limited circumstances.
- Breakages, repairs and replacements as a result of damage caused wilfully or negligently.
- Examination fees whereby a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. Charges may also be applied

should a pupil be unable to sit the original exam without providing good reason (this will be decided by the Headteacher).

The school will always aim to ensure that information regarding costs is clear and communicated well in advance.

Each school will ask for an annual off voluntary school fund donation which enables us to provide pupils with non-statutory items.

## **2. Optional Extras**

We may charge for optional, extra activities provided outside of the school day which incur additional expenditure. Such activities are not part of the National Curriculum or an examination syllabus that the pupil is being prepared for at the school. Optional extras that the school may charge for include:

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The cost (or a proportion of the costs) for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and confirmation of a willingness to meet the charges. Parental agreement will therefore be sought and parents/guardians will be required to return a reply slip to the school indicating acknowledgement and acceptance of the charge for an optional extra.

## **3. Voluntary Contributions**

In certain circumstances we may invite parents to make a voluntary contribution for a specific activity, whether this occurs during or outside of school hours, or for residential or non-residential visits. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be excluded from the activity or treated any differently.

If insufficient voluntary contributions are raised to fund a visit, then it is possible the visit may be cancelled. In the event of a cancellation, all monies received will be returned to parents.

## **4. Residential Visits**

Information regarding the activities and associated costs will be distributed to parents/carers well in advance of any trip to enable financial planning to take place. We may also charge to meet the cost for:

- Travel
- Materials and equipment
- Non and teaching staff cover costs
- Entrance fees
- Insurance

- Administration time

### **5. Instrumental Tuition**

The provision of instrumental tuition is an exception to the rule stating that all education provided during school hours must be free. Charges may be made for the peripatetic teaching of either individual pupils or groups of an appropriate size (at the request of the parent/carer) to play a musical instrument or sing.

### **6. Remissions Policy**

As far as resources allow, The Swayne Park School and Glebe Primary School will support pupils and families to fully participate in the full range of activities on offer. The school may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Local Governing Body and advised by the Headteacher.

All letters to parents/carers which request either a charge or contribution will include a statement which invites families in receipt of relevant benefits to contact the Headteacher in the strictest of confidence should they wish their child to participate.

The Local Governing Body may remit charges to other parents after considering alternative hardship cases. Again, the Local Governing Body invites parents to apply, in the strictest confidence, for the remission of charges. The Headteacher will provide the final authorisation for parents.