



**Farnborough Grange Nursery/Infant Community School**  
*An Academy in The Good Shepherd Trust*

## Charging and Remissions Policy

This policy is prescribed by The Good Shepherd Trust and all reference to 'the Trust' includes all Trust schools, the central team and subsidiary organisations.

|                  |             |                           |             |
|------------------|-------------|---------------------------|-------------|
| Date adopted:    | 01/09/2022  | Last reviewed:            | 08/03/2026  |
| Review cycle:    | Annually    | Is this policy statutory? | Yes         |
| Approval:        | Headteacher | Author:                   | Headteacher |
| Local approval*: | n/a         | Local author*:            | n/a         |

\*Local approval will either be the local committee, the head teacher, or the CEO (refer to policy schedule)

### Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

| Revision No. | Date       | Revised by | Approved date | Comments                  |
|--------------|------------|------------|---------------|---------------------------|
| 1            | 08/05/2024 | LC Clerk   | 08/05/2024    | Minor formatting changes. |
| 2            | 08/03/2026 | A Channer  | 08/03/2026    | Minor formatting changes. |

**Aim:** To facilitate a broad and varied education which otherwise would not be possible.

### 1. EDUCATION

The School **cannot** charge for:

- an admission application;
- 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 school curriculum or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the school curriculum, or part of religious education.

The School **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see Section 6 below).
- Community facilities.

### 2. OPTIONAL EXTRAS

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 part of the school curriculum or religious education
- board and lodging for a pupil on a residential visit.
- transport (other than transport required to take the pupil to or from school where the Local Authority has a statutory obligation to provide transport)
- extended day services offered to pupils including breakfast or after school clubs

Participation in any optional extra 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.

### **3. VOLUNTARY CONTRIBUTIONS**

The School is entitled to ask for **voluntary** contributions for the benefit of the school or any school activities. However if insufficient voluntary contributions are raised to fund an activity then it will be cancelled.

The Head Teacher will ensure that any letter requesting a contribution states clearly that the contribution is voluntary and that parents who can prove they are in receipt of certain benefits should contact the Head Teacher in confidence.

### **4. MUSIC TUITION**

The law states that all education provided during school hours must be free, but music lessons are an exception.

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may be made if the teaching is not an essential part of the school curriculum. No charge may be made in respect of a pupil who is looked after by a local authority.

### **5. BREAKAGES AND DAMAGE**

Parents/Carers may be charged for the cost of repair/replacement of school property as a result of damage by a pupil.

### **6. CHARGES FOR PASSPORTS AND PRIVATE SCHOOL REPORTS**

As a school we have made the decision not to complete passport applications.

Requests by parents for teaching staff to complete private school reports will be subject to a charge of £50.00 per application. If the school requests this as part of the application process there will be no charge.

Charges will be deposited in the School Fund Account for general expenditure.

Parents will be notified of the charges via newsletters and notices in the office. In the instance of private school reports, parents/carers will be reminded of charges by staff.

### **7. TREATMENT OF STUDENTS**

No child will be treated differently according to whether their parents have contributed towards an activity.

Any eventuality not covered by this policy will be considered by the Head Teacher and Chair of the Local Committee and a decision will be made in line with the current DfE guidance.

## **8. MONITORING THE EFFECTIVENESS OF THIS POLICY**

This policy will be reviewed by the Interim board or Local Committee (whichever is applicable) every three years, or if an incident of significance occurs.