



Charging and Remissions Policy

Clarity Independent School

Bridge Barn Farm
Woodhill Road
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CM2 7SG

Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."

Clarity Safeguarding Policy September 2025

Written by Debbie Hanson
Head Teacher

This is version [5]
Written: April 2020
Update date: January 2026
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Introduction

The education we provide wholly or mainly during school hours will be free to parents / carers, but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the School. Parents / carers are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions.

Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- To clarify what is meant by any request for voluntary contributions
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Legislation and guidance:

This policy is based on the terms agreed in the National Schools Contract (NSC) and the pupil's Individual Pupil Agreement (IPA) between the school and the Local Authority from which the pupil is referred and funded.

Definitions:

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable
- **Voluntary contributions:** a payment requested of parents / carers, which is genuinely voluntary; the child will not be discriminated against if parents / carers cannot / do not wish to make the contribution.

Roles and Responsibilities:

The Head Teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents / carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

Explanation of what will and what will not be charged for:

1. No charge will be made to parents / carers for admitting pupils to school, if the Local Authority has referred the child through the NSC and their IPA.
2. Transport or admission costs for swimming lessons and other regular, short distance trips will be met by the school.
3. Transport to and from school is not the responsibility of the school and is usually arranged between parents / carers and the Transport Department at the Local Education Authority. The school will not fund transport to the school from the pupil's home address, nor to their home from school.
4. The school may request voluntary contributions towards the cost of some activities planned during school hours to cover the cost of transport, visitors into school and admission fees.
5. Where parents / carers are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours or to school equipment or school funds, the contribution will be genuinely voluntary. Pupils of parents / carers who are unable or unwilling to contribute will not be discriminated against.
6. When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it may be cancelled.
7. On residential trips that take place wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision or less, subsidised by the School.
8. Children whose parents / carers are in receipt of some specific support payments will also be entitled to the remission of these charges. A similar entitlement will apply when the trip takes place outside school hours but where it is necessary as part of the school's curriculum. Please see Appendix for examples of support payments considered.
9. Where music tuition or singing tuition is not an essential part of the school's curriculum, charges may be made and these will be provided on an optional, opt-in basis.
10. If parents / carers want their children to attend clubs run outside of normal school hours but run by school staff, there will not normally be any charge for these clubs. However, a contribution for materials may be requested from time to time e.g. cooking ingredients, gardening materials, art/craft materials. If parents / carers do

not send in a requested contribution, their child will not be discriminated against and will be able to take part in the activity.

11. If parents / carers want their children to attend clubs run outside of normal school hours but run by outside groups, (sports coaches, specialist teachers etc. other than school staff), there will usually be a charge to take part in that club. These will be detailed on specific letters for individual prices for individual clubs.
12. Occasionally there may be additional charges for resitting examinations or conducting appeals – please see the School’s Examination Internal Appeals Policy and ‘Examinations, Complaints and Appeals Policy’ for more details.

Expected outcome

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the Local Authority and that it will meet the requirements of the law.

Appendix:

Support payments received by parents / carers, which are considered for entitlement to remission of charges:

- Universal Credit (previously known as: Income Support, Income-based Jobseeker’s Allowance, Income-related Employment and Support Allowance, Child Tax Credit, Working Tax Credit)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

Overall responsibility for Charging and Remissions in **Clarity Independent School** rests with the Head Teacher, Debbie Hanson.