



Charging and Remissions Policy

This policy was reviewed:	Summer 2026
This policy will be reviewed again:	Summer 2027
Governor Committee Responsibility:	Resources Committee
Statutory policy?	Yes
Source:	Governing Body

Charging and Remissions Policy

PRINCIPLES

We are committed to a free school education for all, but recognise that we are in a financially constrained environment

We aim to:

- Ensure that education at The Russell School is free
- Ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost
- Ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours
- Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours

PRACTICES

With the aforementioned aims in mind, it is the policy of this school:

- To continue to request voluntary contributions from parents and carers towards activities organised by the school during school hours
- To request voluntary contributions from parents towards curriculum materials and educational resources to bridge the gap between government funding and education resource requirements of the school.
- The school is willing to use voluntary grants which it receives to support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity
- Board and lodging costs on residential trips will not be charged to those parents in receipt of certain benefits (full list included in Remissions below)
- If in severe difficulty any family, including those listed in the point above, may approach the school office confidentially for an individual agreement on the amount payable. All cases will be treated on an individual basis and an agreement will be made between the family and the Headteacher. This is left to the Headteacher's discretion (see Remissions below)
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product

Individual Instrumental Tuition

All instrumental tuition, not part of normal music lessons, will be charged by the individual organisation to the individual parents.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. However, given the high costs of providing tuition, pool hire and transport, the school will seek a voluntary contribution from parents to contribute to the costs.

We inform parents when these lessons are to take place.

Requests for Evaluation of Pupils by Independent and non-Maintained Schools

The school will levy a charge on each completed request from a private school for written evidence of a pupil's performance, aptitude and attainment and other relevant information in respect of each application. The school incurs costs in producing such materials (principally the cost of at least one hour of teacher's time) as these reports are:

- a) produced outside of the normal schedule for report-writing; and
- b) written to a format other than the usual transfer documentation.

The charge will be as determined by the Governing Body, and is currently set at £50 per request. However, a copy of the most recent school report for a child will be provided free of charge.

Confirmation letters

The school will levy a charge for each request from parents asking for a confirmation of their child's placement at school (for visa, passport renewal, etc.). On average these requests require 30+ minutes of administration time. The charge will be £15 per request.

Malicious damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused. This can include damage to reading books and other equipment children may take home.

DBS Checks

The school will levy a charge to all school volunteers (including parent volunteers) to cover the cost of a DBS check. The charge will be £22.75. This will be subject to change, in line with any pricing variation passed on by our third party supplier.

Remissions

The school may decide to set aside a fund to enable parents in financial difficulty to send their children on visits and activities. Any funding would be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, at the discretion of the Headteacher, in consultation with the School Business Manager and/or the Chair of Governors. If the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity may be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support (IS);
- Income Based Jobseekers' Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the limit set by HMRC;

- the guarantee element of State Pension Credit;
- income-related Employment and Support Allowance
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- any similar income related employment and support allowances introduced by the Government.

To request assistance, parents should contact the school office confidentially.

School Trip Refunds

In the event that the school has to cancel a trip due to unforeseen circumstances, parental and carer contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents and carers.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental and carer contributions for the trip. The school may decide to carry forward the money until the trip takes place, transfer the money to another trip for the same group of pupils, or refund parents and carers.

In the event that parents or carers cancel a pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip, whether the place on the trip can be offered to another pupil and whether the school's insurers will cover the cost of the cancellation.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent or carer wishes to make a complaint about refunds, they can do so via the school's Complaints Procedures.