



Charging and Remissions Policy 2025-26



Purpose of Policy

Both Honeywell Infants and Honeywell Juniors are inclusive schools. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Relationship To Other Policies

The policy compliments the schools Equality Policy, Financial Procedures, Visits and Visitors Policy and The Teaching and Learning Policies.

Also relevant:

DfE Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018

Roles And Responsibilities of The Head Teachers, Other Staff and Governors

The Head Teachers, staff and Governors will ensure that the following applies:

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) However, Governors have agreed that voluntary contributions may be requested.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that voluntary contributions may be requested.
- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated

Activities for which charges may be made for:

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).



- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents / carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.

Families Qualifying for Remission or Help with Charges

In order to remove financial barriers from pupils identified as disadvantaged, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents / carers in particular circumstances. This policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents / carers in receipt of –

- Income support
- Income based jobseekers allowance
- Support under part VI of The Immigration And Asylum Act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension

Additional Considerations

Additional categories of parents and carers may claim help with some costs in some circumstances, which will be decided by the Governing Body taking into account as to whether additional help is justified. The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents / carers can plan ahead
- An established a system for parents / carers to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Voluntary Contributions

As an exception to the requirements set out in this policy the infant school has asked for voluntary contributions from parents/carers to fund activities that would not otherwise be possible. Some activities for which the school may ask parents/carers for voluntary contributions include:

Class workshops
School trips
Y6 School Journey
Enrichment resources



There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay. The Junior School provides for a facility on Parent Pay where parents and carers can contribute an additional payment as a donation if they wish which goes towards the cost of a particular trip or event.

If either school is unable to raise enough funds for an activity or visit then it will be cancelled.