

## Charging and Remissions Policy



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| Written by  | Harriet Carter | September 2025 |
| Reviewed on |                | September 2026 |

This policy explains the circumstances in which Earley Springs may or may not levy charges for activities, resources or services. It ensures compliance with Department for Education requirements, supports transparency for parents, and maintains fairness across the school community.

The Executive Board of Earley Springs recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Executive Board aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils and as additional optional activities.

This policy reflects the DfE guidance for charging and remissions and meets the expectations set out for independent schools under the Independent School Standards.

## **Charges**

### **No Charge**

Includes admission to Earley Springs and the cost of materials, books, instruments and other equipment.

Parents are expected to provide uniform and PE kit, but it will be the responsibility of Earley Springs to provide essential protective clothing such as laboratory coats, safety goggles etc.

Parents will not be required to purchase, pay for the hire of or insurance costs of musical instruments and music where the law requires the provision of music tuition to be free i.e. to meet National Curriculum requirements or part of a prescribed public examination.

The Executive Board reserves the right to make a charge in the following circumstances for activities organised by Earley Springs:

**Journeys in school hours:** The full cost to each pupil of all approved activities and residential activities deemed to take place in school hours.

**Activities outside school hours:** The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

**Individual instrumental tuition:** The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision.

**Charging in kind:** The cost of materials, ingredients, equipment (or the provision of them by parents) for some subjects e.g. Food Technology or activities e.g. snack-time, shopping. The Executive Board reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they would like the finished product to be taken home.

## **Public examinations**

Public examinations are defined as those prescribed by the Secretary of State. For the purposes of this element, public examinations also include any vocational course of study that leads to accreditation and is approved by the Secretary of State.

Where a pupil has been entered for a public examination, there will be no charge for entry if the pupil is being prepared for them with the agreement of the parents.

Equally, no charges will be made for equipment, books and materials or for activities required by the syllabus, whether these are inside or outside school hours.

The Executive Board will enter a pupil for a prescribed examination for which they have been prepared by Earley Springs, except where the Executive Board considers there are educational reasons for not doing so or where the parents request in writing that the pupil not be entered.

The responsibility for deciding on the educational reasons, and informing parents, will be delegated to the Headteacher.

## **Recovery of examination fees**

If a pupil fails to fulfil the examination requirements of a public examination without good reason (as defined by whichever body pays the fee), the Executive Board may recover from parents any fees paid.

## **Damage/loss to property**

A charge will be levied in respect of wilful damage, neglect or loss of property (Including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to Earley Springs. The charge to be the cost of replacement or repair, or a lower cost may be set at the decision of the Headteacher.

## **General**

The Executive Board may, from time to time, amend the categories of activity for which a charge may be made.

Any amendments to the categories of chargeable activities will be reviewed and approved by the Executive Board to ensure the policy continues to reflect legal requirements, financial transparency and the best interests of pupils and families.

Nothing in this policy statement precludes the Executive Board from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time.

Parents may be advised that the continuance of an activity may depend on voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of non-payment of voluntary contributions.

Earley Springs is committed to ensuring that all communication with parents regarding charges or voluntary contributions is clear, transparent and accessible. Parents will always be informed in advance of any costs associated with optional activities or additional services.

## **REMISSIONS**

The Executive Board may offer to remit in full or in part the cost of full board and lodgings for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum, where parents are in receipt of the following:

- Income support
- Income-based Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1991
- Child Tax Credit, where the parent is not entitled to Working Tax Credit
- Income related Support Allowance

The Executive Board may also remit in full or in part the cost of other activities for these particular groups of parents, as well as, for example, in the case of family hardship. When arranging a chargeable activity, parents will be invited to apply in confidence for the remission of charges in full or in part. The Headteacher, in consultation with the Chair of the Executive Board will make authorisation for such remission.

This policy is published on the school website and is available to parents, carers and other stakeholders upon request, in line with the Independent School Standards.