



Charging and Remissions Policy

Cranborne Middle School
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Previous versions:

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Last Review Date	Reviewed By	Approved by FGB date	Next Review Due
December 2025	Mrs K Lancaster	10 th December 2025	December 2026

Overview

Every school must have, and publish for parents, its charging policy. This policy lists the governors' decisions. The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance.

Books and equipment

Parents are requested to buy their children their own pens, pencils, calculators, etc, although subject departments will loan such equipment on request. Exercise books and stationery to be used as part of the lesson are provided free. Parents of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair.

SATs practice books

Parents of pupils of Year 6 will be advised to purchase SATs practice books to own for home-use from the school unless they are Pupil Premium children who will receive these free of charge.

Charging for materials

Parents of pupils who are on practical courses (e.g. Design and Technology, Art, etc.) and who wish their children to own the finished product will be charged for the materials used.

Activities within the school day or part of an examination course

Any payment from parents for these activities is voluntary but if parents are unable or unwilling to contribute, it may be that the activity will not be able to take place. Pupils will never be treated differently whether or not their parents have made any such payments.

Music Tuition

The Headteacher is authorised to charge for music tuition outside normal classroom activities, when tuition is provided at the request of the pupil's parent or guardian.

Extended Day Services/Activities outside of the school day

Charges are made for pupils who attend the wraparound club and after school club activities which are not part of an examination course. Participation in these activities is on the basis of parental choice and a willingness to meet the charges. For pupils who are entitled to Pupil Premium, a reduction will be offered for attendance at the wraparound club.

Community Facilities

We raise income from groups' use of facilities. The conditions of hiring and booking are laid out in the Terms and Conditions.

School Meals

Cranborne Middle School does not charge for school meals where the pupil is eligible for free school meals. Pupils who are not entitled to free school meals will be charged in line with the published tariff. This is reviewed and updated on a regular basis.

Loss and Damage to School Property

Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.

Minibus

Only pupils of the school, school staff or parents may be charged for travel in the minibus. Charges made will not exceed the actual costs incurred, including depreciation, wear and tear.

Transport

The school does not charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport in connection with an educational visit.

Residential Visits

Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course.

The school does not charge for

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

The school does charge for

- board and lodging (where the charge does not exceed the actual cost), except for pupils whose parents are in receipt of an allowance/s that meet the eligibility criteria for their child to receive free school meals.

Optional Extras

Cranborne Middle School does charge for 'optional extras'.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

Optional extras are:

- education provided outside of school time not part of the national curriculum, part of a syllabus for a prescribed public examination or part of religious education;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodgings for a pupil on a residential visit;
- extended day services offered to pupils.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in relation to the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contract to purely provide an optional extra
- supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition where the tuition is an optional extra.

Any charge for an optional extra will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

Voluntary contributions

The school may ask parents/carers for voluntary contributions for the benefit of the school or any school activities. If the activity cannot be funded without voluntary contributions, the Headteacher will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions
- there is no obligation to make any contribution
- if insufficient voluntary contributions are raised to fund the activity it is possible that the activity will be cancelled.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the activity.

Refunds

Request for refunds for activities will be considered on an individual basis and maybe rejected if the school is unable to recoup their costs.

Refund applications should be made to the Headteacher and if approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where an pupil is withdrawn from an activity on the basis of the pupil's breach of the school's behaviour policy.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, the charge does not exceed the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

Support for those qualifying on a means tested basis is considered and funded from a designated school account for such purposes. Qualifying criteria are aligned to those pupils entitled to Free School Meals or Pupil Premium. (The use of PP spend would be subject to all academic educational provision being in place and surplus allowance available for extra-curricular spend).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents

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