Policy: Charging and Remissions Policy
Date: January 2026
Review date: Spring 2027
Authorised by: Governing Body
Updated by: School Business Manager

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements. There are, however, many valuable educational activities which the school cannot provide without the financial support of parents.

1. Day Visits

For visits occurring during school time, the school will invite a voluntary contribution from parents to meet the costs. For visits outside school time, parents will be charged for all *allowable costs.**Charges *may* be waived or reduced for pupils whose parents make application to the head teacher.

2. Residential Visits during School Time

The school will invite voluntary contributions from parents to meet costs other than pupils' board and lodgings. Parents will be charged for the full cost of pupils' board and lodgings. No charge for pupils' board and lodgings will be made for pupils whose parents are receiving Income Support or Family Credit.*Charges *may* be waived or reduced for other pupils whose parents make application to the head teacher.

3. Residential Visits Outside School Time

Parents will be charged for the full cost of the visit, including all *allowable costs** and board and lodging. Charges *may* be waived or reduced for other pupils whose parents make application to the head teacher.

4. Cancellations

The Senior Leadership Team (SLT) reserves the right to cancel any trip and refund contributions made if insufficient voluntary contributions (usually less than 90%) have been received. Information will be issued to parents advising them of the likelihood of the visit being cancelled due to lack of voluntary contributions. If after issuance of information, further contributions are not received within a stipulated time then a decision will be made by SLT at that time. For day visits, an assessment will be made two weeks prior to the visit taking place. For extended visits, a decision will be made to coincide with any financial commitment the school has with third parties. This will be referred to the Governors in order to make a final decision.

*allowable costs include:

1. The pupil's travel and subsistence costs
2. Materials, books, instruments and other equipment
3. Non-teaching staff
4. Costs of teaching staff where separately engaged under a contract for services for the visit or activity
5. Entrance fees to museums, castles, theatres, etc
6. Insurance costs

5. Instrumental Music on an Individual Basis

We currently offer tuition for brass, woodwind and stringed instruments. Pupils are taught in groups (maximum of four) for 30 minutes per lesson for 30 weeks of the school year (normally ten lessons per term). The cost per pupil for instrumental tuition will vary from term to term dependent upon the class size and whether one to one tuition is requested (costs will include tuition costs and insurance). Instrumental hire is available from the Gloucestershire Music Service at preferential rates, which vary according to the instrument hired. There is a bursary system for pupils whose parents are in receipt of Income Support or Family Credit.

More information about music lessons can be found by visiting our dedicated page on our school website.

https://www.dunalley.gloucs.sch.uk Music Lessons

6. Classroom Materials

No charges will be made for materials or equipment. Nevertheless, for certain practical activities parents may be invited to provide materials on a voluntary basis.

In the case where parents wish to possess the finished product, the school reserves the right to charge the cost of, or require the supply of, the necessary materials.