

Cedars Manor School



Charging and Remissions Policy

Approved by:	Governing Body	Date: October 2026
Last reviewed on:	October 2026	
Next review due by:	October 2027	

Contents

1. Introduction
2. Aims
3. Legislation and Guidance
4. Roles and Responsibilities
5. Activities without charge
6. Chargeable Activities
7. Transport
8. Residential visits
9. Nursery Wraparound Care
10. Non-payment Procedure
11. Extended Services
12. Voluntary Contributions
13. Damage to Property and Breakages
14. Charges for Non-educational Visits
15. Remissions and Concessions
16. Monitoring and Review

1. Introduction

Cedars Manor School is committed to providing a broad and balanced curriculum, as well as a wide range of additional opportunities and experiences, to support the development of every child.

We aim to make these opportunities accessible to all pupils, regardless of financial circumstances.

This Charging and Remissions Policy sets out the circumstances in which charges may or may not be made for school activities and the arrangements for supporting families who may experience difficulty in meeting such costs.

2. Aims

Our school aims to:

- Ensure that there are robust, transparent, and consistent processes in place for charging and remissions.
- Clearly define the types of activities or services for which charges may be made, and outline when charges will or will not apply.
- Provide a wide range of educational experiences while minimising financial barriers that could prevent pupils from taking full advantage of opportunities

3. Legislation and Guidance

This policy is based on guidance from the Department for Education (DfE) on [charging for school activities](#) and the [Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

This policy also incorporates [The Charges for Music Tuition \(England\) Regulations 2007](#).

It also considers the DfE guidance on statutory policies for schools and academy trusts.

4. Roles and Responsibilities

The governing board

- The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.
- The governing board also has overall responsibility for monitoring the implementation of this policy.
- Responsibility for approving the charging and remissions policy has been delegated to the School Governing Body.
- Monitoring the implementation of this policy has been delegated to the School Governing Body.

Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently

Be Ready - Be Respectful - Be Safe - Be Responsible - Be Resilient - Be Courageous

- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies
- The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Activities Without Charge

No charges will be made for:

- Education provided during school hours, including the cost of materials, books, equipment, or transport required for curriculum delivery.
- Education provided outside of school hours if it forms part of the National Curriculum, a prescribed public examination syllabus, or religious education.
- Instrumental and vocal music tuition that is:
 - Part of the National Curriculum, or
 - Provided through whole-class ensemble teaching under the EYFS, KS1 and KS2 Wider Opportunities programme.

6. Chargeable Activities

Cedars Manor School may charge for the following, provided the charges do not exceed the actual cost of provision:

- Educational activities outside school hours that are not part of the National Curriculum.
- Board and lodging on residential visits, subject to the school's remission arrangements.
- Instrumental and vocal music tuition requested by parents/carers that is not part of curriculum provision. Tuition is charged at cost price, with a 20% subsidy for pupils eligible for Pupil Premium.

7. Transport

Transporting registered pupils to or from the school premises, where the local authority (LA – Harrow Council) has a statutory obligation to provide transport

- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit, however a voluntary contribution can be requested

8. Residential visits

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

Be Ready - Be Respectful - Be Safe - Be Responsible - Be Resilient - Be Courageous

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

9. Non-payment Procedure:

- A polite reminder is issued the week the invoice becomes due
- If unpaid, the child may not attend further paid sessions the following month
- Persistent non-payment will be referred to Harrow Council

10. Extended Services

Cedars Manor School provides a range of extended services and extra-curricular activities, including:

- Learning activities before/after school (e.g. clubs, enrichment)
- Targeted support (e.g. booster sessions, reading groups)
- Wraparound childcare for working parents/students

Where charges apply, they are limited to the actual cost of delivery, including staffing, materials, and refreshments. No parent will be asked to subsidise others.

- Charge for extra pupils staying late past 3.30pm until parents pick up their child. Charge rates are as follows: £10 per 30 minutes. This is payable to Cedars Manor School and to be paid within 5 days.

11. Voluntary Contributions

The school may invite voluntary contributions from parents to support the cost of curriculum-enhancing activities such as trips or workshops.

- No pupil will be excluded from an activity due to non-payment
- Enrichment activities may be cancelled if there are insufficient contributions
- Pupil Premium pupils may be eligible for up to 20% subsidy, subject to individual circumstances

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.

12. Damage to Property and Breakages

The school reserves the right to charge for:

- Wilful or reckless damage to school property by a pupil, parent, or carer
- Damage to third-party property where the school has been charged and the damage was caused by a pupil

The decision to impose charges will be at the discretion of the Headteacher, based on individual circumstances.

Be Ready - Be Respectful - Be Safe - Be Responsible - Be Resilient - Be Courageous

13. Charges for Non-Educational Requests

A standard administration fee of £15.00 will be charged for:

- Proof of attendance at Cedars Manor School (current or former pupils)
- Proof of address or other requested documentation not related to educational provision

14. Remissions and Concessions

The school will consider full or partial remission of charges for families in receipt of the following benefits:

- Income Support
- Income-Based Jobseeker's Allowance
- Universal Credit (without Working Tax Credit)
- Support under Part VI of the Nationality, Immigration and Asylum Act 2002
- Guaranteed Element of State Pension Credit
- Income-Related Employment and Support Allowance (ESA)
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than as outlined as per UK government guidance's

Additional Notes:

- All remissions will be handled confidentially
- Approval for remissions must be authorised by the Headteacher and Chair of Governors
- The school may choose to subsidise part or all of the costs of activities for specific pupils, based on need. This will be at the discretion of the Headteacher and Governing Body

15. Monitoring and Review

This policy is reviewed annually by the Headteacher and the Governing Body. Any amendments will be communicated to parents via the school website and other standard channels.