

Springside School

Charges and Remissions Policy



February 2026

Ratified by Resources Sub-Committee

5th February 2026

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Springside School Charging and Remissions Policy **February 2026**

Introduction

Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for remissions in connection with Education at that school.

This policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE “Charging for School Activities” (November 2013).

All education during school hours is free. Springside School does not charge for any activity undertaken as part of the National Curriculum.

Prohibition of Charges

Springside, in accordance with current legislation, does not charge for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours if part of the National Curriculum
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum
- Entry for a prescribed public examination, if the pupil has been prepared for it at school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it part of the National Curriculum
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- 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 education authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school may invite parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary

Contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not made any contribution. We do not treat these children any differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of the type of additional activities, organised by the school, which require voluntary contributions from parents.

These activities are known as 'optional extras':

- Visits to museums or galleries
- Trips to places which help children's understanding of the curriculum
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Musical or theatre events
- Fun visits e.g. Boomerang and other play centres

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly linked to the National Curriculum, we do not make any charges for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the cost of the travel and activity expenses as these are beyond the scope of our main school budget.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for a trip or activity, or a longer period of instalments will be made available to enable their child to access the activity. All remissions decisions will be authorised at the Head Teacher's discretion:

- Income Support
 - Income based Jobseeker's Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as Assessed by the Inland Revenue) does not exceed £15,575 (open to government change)
 - Pupil Premium
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Pupil Premium

A summary of pupil premium is available on the school website. A detailed account is also maintained by the Headteacher or School Business Manager. At the discretion of the Head teacher, and in her absence the Deputy Head teacher, pupil premium money may be allocated to a range of effects, including residential opportunities and other trips.

Dinner Money

Dinners are provided by Grosvenor Facilities management and as such they set the price for school meals. This is £3.10 meal (from September 2025) or £15.50 per week payable every Monday a week in advance. Children who are on Free School Meals can only access these if the office has received notification from RBC through the My Services portal. If we do not have this notification then dinner must be paid for. Any over payments will be refunded if required. Staff/visitors may order a lunch and costs are available at the office.

Before School Club

There is no Before School running at the moment

Snacks

All pupils are offered a healthy daily snack or sensory experience relevant to their individual needs. Snack items are ordered online through Asda stores using the school charge card and VAT invoices are obtained. Occasional snack items may be brought from the store using the school charge card or through petty cash if not available online.

Jackie Anderson

February 2026
