

# Marjory Kinnon School

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## Charging & Remissions Policy

October 2025

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# Marjory Kinnon School - Charging & Remissions Policy

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## 1. Introduction

The policy of the Governors of Marjory Kinnon School is to provide free education for all attending pupils. This policy is implemented within the letter of the law, and also embracing the spirit of it. The Governing Body has, therefore, set up a Charging & Remissions Policy for certain activities in school, based on advice from the Department for Education on [charging for school activities](#) and the [Education Act 1996](#) Sections 449-462 which set out the law on charging for school activities in England. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

This Policy will be reviewed annually and will be no less generous than the Local Authority's policy.

This charging policy is for pupil-based activities. Schools are required to publish how they will charge for education-related activities. The policy is not intended to cover buildings and external hire, etc.

## 2. Roles and Responsibilities

### 2.1 Governing Body

Responsibility for approving the Charging & Remissions Policy has been delegated to the Resources Committee.

Monitoring the implementation of this policy has been delegated to the Headteacher.

### 2.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging & Remissions Policy, and that it is being applied consistently.

### 2.3 Staff

Staff are responsible for:

- Implementing the Charging & Remissions Policy consistently.
- Notifying the Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

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The school will provide staff with appropriate training in relation to this policy and its implementation.

## 2.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging & Remissions Policy.

## 3. Charges

A charge is a fee payable for specifically defined activities. Schools cannot charge for education provided within school hours. Charges can be made, however, for optional activities which take place outside school hours and are not part of the National Curriculum. Marjory Kinnon School currently offers clubs such as football, multi-sports and breakfast club, and these are currently provided free of charge. Our school premises provide the opportunity to increase the number and variety of clubs and activities on offer and a charge may be introduced to cover costs such as additional staff and resources required.

## 4. Remissions

A remission is the cancellation of a charge which would normally be payable. We believe that a school should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences. Parents who are in receipt of benefits or have financial difficulties may be exempt from paying charges. In such cases, parents may apply, in confidence, to the Headteacher for exemption from charges.

## 5. Voluntary Contributions

Where educational visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked for a voluntary contribution towards the cost of the visit. However, there is no obligation for parents/carers to make any contribution and legislation states that a pupil should not miss out on a visit if a parent/carer does not wish to or is unable to contribute. We hope that parents will realise that a trip may not be possible if sufficient contributions are not received.

## 6. Payments

Parents are required to make payments using our on-line payment system, Arbor. Parents of new pupils are provided with information on how to sign up to Arbor.

## 7. Monitoring Arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

## 8. Queries

A printed copy of this policy is available to parents on request. The Office staff are available between 8.30am and 3.30pm to answer queries about charges, remissions and voluntary contributions.

## 9. Policy Review

Approved by Governors at the Resources Committee: October 2025.

This Policy will be reviewed by the Governing Body annually (or sooner if legislation changes) to assess its implementation and effectiveness.