



Charging and Remissions Policy

Policy reviewed, updated and ratified by the GB:	22nd September 2025
Next Review:	September 2026

Statement of Intent / Policy

Northwood School's Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the School and as additional optional activities.

Charges

The Governing Body reserves the right to make a charge in certain circumstances for activities organised by the school. Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made. The actual charge for the optional extra will not exceed the actual cost of the provision.

Optional Extras

School Journeys in School Hours

This will cover any board and lodging element cost of approved residential activities deemed to take place in school hours.

Activities outside School Hours

The full cost to each student of all approved activities deemed to be optional extras taking place outside school hours

Charges for extra-curricular tuition either, an individual student or groups of any appropriate size to play a musical instrument or to sing.

The cost to cover materials or ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Voluntary Contributions for activities in school

The School Governing Body may ask for voluntary contributions for the benefit of the school or for any school activities where the activity cannot be funded without voluntary contributions.

No student will be excluded from an activity because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then the activity will be cancelled.

Remission

Where the parents of a student are in receipt of income support or eligible welfare benefits, the Governing Body will offer to remit in full the cost of full board and lodging for any residential activity which forms part of the syllabus for the National Curriculum funded from pupil premium receivable. The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be offered financial support in confidence for the remission of charges in full or in part. This offer will be made by the Headteacher or representative in consultation with the Chair of Governors

This Policy Links to: The Trips Policy

Ratified by the Governing Body: **22nd September 2025**