



# **Blatchington Mill School**

## **Charging and Remissions Policy**

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# 1. Policy Framework

Blatchington Mill School believes that the school should enable each student to realise their potential and acquire all necessary skills and values in order to live a full, flexible and rewarding life in the changing, modern world.

<b>Initiated:</b>	November 2016
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<b>Audience:</b>	Families Staff Governors Students
<b>Policy located:</b>	Website
<b>Policy Format:</b>	Full
<b>Lead Member of Staff:</b>	Sarah Hextall – Business Manager

The contents of this document relate to the guidance provided by the  
Department for Education

<https://www.gov.uk/government/publications/charging-for-school-activities>



## **1.1 Aim**

- To clarify the approach that Blatchington Mill School takes to charging for activities and resources.
- To be clear about the circumstances and situations which may lead to remissions and reductions.

## **1.2 Our Philosophy**

- To take a consistent and transparent approach to charges and remissions.
- To encourage engagement with extracurricular activities among all students.
- To work with families to reduce the obstacles that may hinder such engagement among disadvantaged students due to financial circumstances.
- To minimise financial risk to Blatchington Mill School and to ensure sustainability of the extracurricular programme.

Families on low income are encouraged to apply for financial support. The core criteria for this is in line with the eligibility for Free School Meals.

The criteria for eligibility can be found on the local authority website:

<https://www.brighton-hove.gov.uk/schools-and-learning/free-school-meals>



## 2. Restrictions on Charging

Blatchington Mill School (BMS) **will not charge for**

- admission
- education provided during school hours, including the supply of any materials, books, instruments or other equipment required for that education
- education provided outside school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- entry to a prescribed public examination or for an examination resit if the student has been prepared for this exam or resit at BMS.

Blatchington Mill School (BMS) **may charge for**

- any materials, books, instruments, equipment or resources where the child's parent or carer wishes the student to own them.
- Optional extras (see section 4).
- Musical and vocal tuition in limited circumstances (see section 4).
- Community facilities.
- Any materials, book, instrument, equipment or resources owned by BMS and damaged by the students.

Every effort will be made by the school to establish details of responsibility where this is disputed.

Charging arrangements may take into consideration financial and personal circumstances.



### 3. Optional extras

Charges can 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.

Optional Extras are

- Education provided outside of school time that is not:
  - part of the national curriculum
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - part of religious education.
- Examination entry fee(s) if the pupil has not been prepared for the examination at BMS.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board have arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils.
- Vocal or music tuition provided at the request of the student’s family. No charges are made in respect of a pupil who is looked after by a Local Authority (by meaning of Section 22(I) of the Children Act 1989).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.



Any charge made must not exceed the actual cost of providing the optional extra activity (including the cost of staff who provided the tuition), divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carers are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental/carers choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.



## 4. Voluntary Contributions

Voluntary contributions can be requested from families on an occasional basis:

- For specific activities including trips that are connected to the curriculum. If the activity cannot take place without a certain level of voluntary income then the activity must be cancelled, families must be told of this arrangement at the outset.

A Voluntary contribution **may be** requested from families **on an annual basis** towards a school wide fund for the **purchase of resources and materials required in practical subjects** and for an **additional supply of texts** in some other subjects.

It should be noted that this school wide fund has been introduced to avoid individual students' families being asked to contribute on a regular basis.

No student will be excluded from an activity, trip or participation in any subject because of their family's unwillingness or inability to pay. If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

The school will make it clear to families at the outset what the policy will be for allocating places on a school visit.





## 5. Residential Trips

Blatchington Mill School often arranges residential trips that are extracurricular and are charged for in full.

- The cost to each student must not exceed the total cost of the trip (including essential contingency but such that the school shall not accrue any excess on the trip) divided equally by the number of students attending.
- Families of students who are eligible can apply for a partial remission on the cost of a residential trip based on the principles laid out in section 6.
- The arrangements for deposits and payment for trips is outlined in the School Trip Policy.
- When BMS informs families about a forthcoming visit, it will make clear that parents who can prove that they are in receipt of certain benefits will be exempted from paying the cost of board and lodging. Since April 2003 the eligibility criteria that entitle families to an exemption from paying the cost of board and lodging on residential visits have been aligned with the Free School Meal eligibility criteria.

The school will not charge for

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.



## 6. Remissions

The head teacher or business manager may decide not to levy charges in respect of a particular activity, if it is reasonable in the circumstances which include a student:

- who is eligible for Free School Meals
- who is in Care
- who is Adopted from Care or is a Care Leaver
- who is the child of a Service Family
- Whose parent or carer makes a written request for a remission to a specific charge/contribution
- Where there is school knowledge of circumstances which may result in financial hardship