CHARGING AND REMISSIONS POLICY
January 2026

Responsibility: Nicki Starling

Approved by Governors 3.02.2026

Review Date: January 2027

At Dovers Green the Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, workshops, visiting theatre groups and educational visits can make towards pupils personal and social development.

This policy is based on advice from the Department for Education (DfE) on charging and school activities and the Education Act 1996. The policy complies with our funding agreement and articles of association.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

Responsibilities
The head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.
The school does not set out to make a profit on any day trip or school experience. Charges levied will represent the actual cost of providing the trip or experience.

Day Trips
Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
Monies paid in advance are non-refundable where the school has committed funds to pay for the activity and no refund would be payable to the school.
Refunds will only be given at the discretion of the Head teacher.
If the school has withdrawn the right for a pupil to attend a trip, no refund will be made if funds have been committed by the school for the trip
Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected. Any shortfall is to be met from Pupil Premium or if applicable, or School Fund.
Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Experiences offered in School
Each year group is responsible for providing enhanced learning experiences within school. Additionally, the swimming activity that maybe offered to our Butterflies children will follow the same principles set out in this policy.
The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children specific to each activity. The school will subsidise where possible from Pupil Premium or School fund.
Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay what they can.
Once a voluntary contribution has been made for experiences offered in school, there will be no reimbursement for absentees on the day.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

School Fund
The school fund exists to enhance the learning experiences of the children at Dovers Green School. It could be used to provide, for example, visits from theatre companies or curriculum related workshops.
Contributions to the fund are made by sponsored activities, commission from school photograph or uniform sales and other donations.

Out of School Hours Clubs (External Organisations)
Costs for activities run by external organisations, for example football or dance clubs, taking place outside school hours (optional extras) will be determined by the club organiser and arranged by parents directly with them through the club's booking process.

Monitoring and evaluation
The governing body will monitor the impact of this policy by receiving, on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.