



The Flourish Federation

CHARGING & REMISSION POLICY

Ratified	15 th July 2026	Review	July 2027
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1. Admissions

There is no charge for admissions.

2. School Meals

There is no charge for children who are entitled to free school meals or meals provided by the Universal Infant Free School Meals scheme. Pupils who are not entitled to free school meals will be charged a set amount by The Federation's food providing service, Flourish Food.

3. Voluntary Contributions

When organising trips or visits which enrich the curriculum and the educational experience of the children, parents are invited to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution.

If a parent wishes their child to take part in a trip or event, but is unwilling or unable to make a voluntary contribution, the child will be allowed to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents are entitled to request information about how educational visits are funded.

Pupils will not be treated differently according to whether or not parents have made a contribution.

The following is a list of additional activities which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips
- visits by outside groups who charge for their presentations
- Musical events.

4. Residential visits

If the Federation organises a residential visit which takes place wholly or mainly during school hours and forms part of the National Curriculum or religious education, no charge will be made for the education provided or for travel to and from the activity.

The Governing Body may invite parents to make voluntary contributions towards the cost of the visit. No child will be excluded from participating because a parent is



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unwilling or unable to make a voluntary contribution. However, if insufficient voluntary contributions are received, the Federation reserves the right to cancel the visit.

The Governing Body may charge for the board and lodging element of a residential visit. Charges for board and lodging will be remitted for parents who are eligible for remission in accordance with current legislation and Department for Education guidance, including those in receipt of qualifying benefits for Free School Meals.

Parents will be informed of the full cost of the visit, the amount requested as a voluntary contribution (where applicable), and the arrangements for payment before bookings are confirmed.

Deposits paid towards residential visits are normally non-refundable, as they are used to secure bookings with external providers. Where the Federation is able to recover costs from the provider, insurer or another source, a refund may be made at the discretion of the Headteacher.

If a pupil is unable to attend due to illness or exceptional circumstances after payments have been made, any refund will depend upon whether the Federation is able to recover the costs from the provider or through any applicable insurance. Each request will be considered on its individual merits.

For activities that are optional extras, as defined by the Education Act 1996, the Governing Body may make a charge to cover the full cost of the activity. Participation in such activities is entirely voluntary and subject to parental agreement.

The following exceptions apply:

- no charge will be made if the activity is an essential part of the National Curriculum or religious education.
- the board and lodging element of any residential activity will be remitted to parents with qualifying benefits for Free School Meals in accordance with current Department for Education guidance.
- education outside of school hours, other than that which is an essential part of the National Curriculum or religious education, is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made, and the agreement of the parents is therefore an essential prerequisite for the provision of optional extras for which charges are made.

The Governing Body has delegated responsibility for the implementation of this policy to the Headteachers, who will determine individual cases arising from its application. Any exceptions or matters of significant financial implication will be referred to the Governing Body as appropriate.



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Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the senior management team for consideration and approval.

Each Headteacher has the responsibility for monitoring and evaluating the implementation of this policy.

5. Clubs / Music tuition

All children study music as part of the school curriculum. We do not charge for this.

Payment arrangements are made directly between parents and the external provider and are not administered by the Federation.

Within the Flourish Federation, we charge for optional extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

6. Swimming

The Federation organises swimming lessons for pupils in Key Stage 2. These lessons take place during school hours and form part of the National Curriculum.

No charge is made for swimming instruction. The Federation may invite parents to make voluntary contributions towards the cost of providing swimming lessons, including transport and pool hire. No pupil will be excluded from participating because a voluntary contribution has not been made.

Parents will be informed of the arrangements for swimming lessons and asked to provide consent where appropriate.

7. Optional Extras

Charges may be made for 'optional extras' defined as falling mainly or wholly outside of school hours (school hours do not include the mid-day break) providing that the activities are not:

- specifically to fulfil statutory requirements relating to the National Curriculum
- specifically to fulfil statutory duties related to religious education

Participation in an 'optional extra' activity is on the basis of parental choice and a willingness to meet the charges, which may include an element for:

- a pupil's travel costs
- a pupil's board and lodging costs, except where parents are eligible for remission in accordance with current Department for Education guidance.



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- materials, books, instruments or other equipment
- non-teaching staff costs
- admission charges to venues and activities.
- insurance costs

8. Charges for pupils may not:

- exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate
- include an element of subsidy for pupils whose parents wish them to participate but are unwilling, or unable to meet the cost.