

Brentwood School and College

Charging and Remissions Policy

Document Control	
Title	Charging and Remissions Policy
Owner	Brentwood School/College
Date Reviewed	March 2026
Related Documents	N/A
Review	1 year – Spring 2027



This policy statement represents the response of the Governors and Directors of Brentwood to the charging for school/college activities, advice for governing bodies, school/college leaders, school/college staff and local authorities (Department for Education dated May 2018)

The Governors/Directors entirely support the objectives of the charging provisions to:

- maintain the right to free school/college education.
- establish that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' ability or willingness to help meet the cost.
- emphasise that there is no statutory requirement to charge for any form of education or related activity, but that LEAs and school/colleges have the discretion to charge for optional activities provided wholly or mainly out of school/college hours.
- confirm the right of LEAs and school/colleges to invite voluntary contributions for the benefit of the school/college, or in support of any activity organised by the school/college, whether during or outside school/college hours.

The Governors/Directors recognise the guiding principle of the Education Act 2011 that education provided should be free of charge if it takes place wholly or mainly during school/college hours, that is, those hours when the school/college is actually in session but not including the break in the middle of the school/college day. The Governors/Directors are, however, working within a limited budget and reserve the right to invite contributions from parents in order to release resources from the school/college budget for other purposes.

The Governors/Directors Curriculum Policy Statement acknowledges that the curriculum provided by Brentwood is wider than the National Curriculum provided in other school/colleges, of necessity, to adequately prepare our young people for the responsibilities of adult life. Increasingly the focus for our students will be upon putting into practice skills and knowledge in real life situations, including residential experiences. This does place additional burdens upon the school/college budget and it is most likely that requests for voluntary contributions will occur in these areas. The Governors/Directors would wish to emphasise that no child/adult will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

Clothing

Parents can be reasonably expected to provide school/college uniform and are encouraged to do so although school/college uniform at Brentwood is not compulsory. Parents will be expected to provide a PE Kit. School/college will provide essential protective clothing such as safety goggles for use in the Technology area or as required by the school/college Health and Safety Policy.

Materials and ingredients

The school/college will not charge for materials or ingredients needed for practical subjects such as Food Technology or Design Technology unless parents have indicated in advance that they wish to have the finished product. Voluntary contributions will be requested for some grocery items for Food Technology.

Transport

Transport to all places where the school/college has arranged for education to be provided will be provided by the school/college, if the students travel on the school/college mini bus. If public transport is used then a voluntary contribution will be requested, except when students make use of travel passes.

Optional extras

Education outside school/college hours which does not fall into any of the "no charge" categories described above may be charged for if parents agree to their child participating and are willing to meet any charge.

The charge made will not exceed the cost of the provision for each student. On these occasions the charge will include a proportion of the transport cost, board and lodgings and the materials and equipment. The school/college will pay the costs incurred by any staff involved in providing such optional extras.

Residential

The Governors/Directors of Brentwood recognise the importance of residential visits in promoting independence and providing challenging experiences. It is hoped that residential experiences will be provided for most of the older students. To ensure such experiences may be provided the Governors/Directors will charge for these experiences as described in the section above (optional extras) if the majority of the residential takes place outside of school/college hours. To determine whether a residential is during or outside school/college hours each residential will be divided into half days, that is any period of 12 hours ending with noon or midnight. Where more than 50% of the half days of the residential take place outside school/college time the charges will be levied as described above. If, however, the residential takes place during school/college time the only charge which can be made is for the provision of board and lodgings, although additional voluntary contributions may be requested. For example a term time trip from noon on Wednesday to 9pm on Sunday (ie 9 half days including 5 school/college sessions) would be in school/college hours, but a trip from noon on Thursday to 9pm on Sunday (i.e. 7 half days including 3 school/college sessions) would be outside school/college hours.



Students in receipt of free school meals or 16-19 Bursary will not be charged for board and lodging, and this additional cost will be paid for by school/college if the proposed residential remains financially viable.

Records of students attending residentials and payment information is recorded in both School and College Access Finance system.

Extended Services

Where the school/college provides extended services i.e. Dance Classes run after school/college, these services may incur a charge and the charge will be passed on to parents accordingly, without profit to the school/college. The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Confirmation of the policy in respect of Brentwood School and College has been discussed by the Governing Body.

Signed by Brentwood School:			
Chair of Governors:		Date:	25.03.26
Headteacher:		Date:	25.03.26
Agreed at the Governing Meeting on:	25.03.26	Minute Reference:	9