



BENSHAM MANOR School

Charging and Remission Policy

Last reviewed: March 2026

Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition. We are a cashless school therefore contributions for any of the below is paid via ISA Bridge our online payment and communication system.

Voluntary contributions

When organising school trips, visitors or visits to enrich the curriculum and the educational experience of the learners, the school invites parents to contribute to the cost. 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 learners whose parents have not paid any contribution. We do not treat these learners differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the learner to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums; places of interest
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.
- visitors delivering workshops to the pupils

Residential visits

If the school organises a residential visit in school time, or weekends we suggest a subsidised charge to cover the costs of board and lodging and travel. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled.

Deposits and Refunds

For school trips where a deposit is required to secure your placement, this will be a non-refundable payment. If the unlikely event that your child cannot attend a full paid trip, then it's at the discretion of the school for the amount you will receive as a refund. This is depend on the evidence given for the absence. If entitled to a refund this will be in the form of a chq.

Music tuition

All Key Stage 3 learners study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by county peripatetic music teachers. A contract between the LB Croydon Music Service and individuals parents is then issued. There is a cost for such tuition which is charged directly to parents from the County Peripatetic Music Service. School does not enter into this contract other than to give parents information about additional music tuition at the start of each academic year.

School Meals

The school charges a standard price for school meals which can inflate in price from year to year dependent on the Catering contractors.

School Uniform

The school does not have a set uniform and only charge for the school ties brought on site.

Swimming and other sporting events

The school organizes swimming lessons and other sporting events for pupils as part of their Enrichment Activities. These take place in school time. We make no charge for this activity. We inform parents when these lessons are to take place.

Learn how to drive

The school organizes driving lessons for pupils as part of their Enrichment Activities. These take place in school time. We make no charge for this activity. We inform parents when these lessons are to take place.

Buses

For many activities transport is required, we normally charge, however, we use these charges only to cover the expenses of the trip, and not to make a profit.

Lettings

We are school that lets our venue all charging for this is in our lettings policy.

Monitoring and review

This policy is monitored regularly by the governing body