



# St Mary's C E Primary School

## Charging and Remissions Policy

### 1. Introduction

This policy has been written in accordance with the **Education Act 1996 (sections 449–462)** and the Department for Education (DfE) guidance on **Charging for School Activities**.

The governing body recognises that all children should have equal access to school provision and is committed to ensuring that no pupil is excluded from participation in activities due to financial constraints.

### 2. Principles

- Education provided during school hours will be **free of charge**, except where permitted by law.
- The school will ensure that activities are **inclusive and accessible to all pupils**, regardless of financial circumstances.
- Charges will only be made where **permitted under legislation**.
- Requests for **voluntary contributions** will not disadvantage any pupil.

### 3. Activities for which no charge will be made

No charge will be made for:

- Education provided during school hours
- Education provided outside school hours if part of:
  - the National Curriculum
  - a syllabus for a prescribed public examination
- religious education
- Instrumental or vocal tuition that is part of the National Curriculum
- Entry for prescribed public examinations where the pupil has been prepared at school

- Transport provided in connection with an educational visit where required to deliver the curriculum

## 4. Voluntary contributions

The school may ask parents/carers for voluntary contributions towards the cost of:

- Educational visits and trips
- Visiting speakers or theatre groups
- Sporting activities requiring transport
- Enrichment activities

### Key principles:

- Contributions are **entirely voluntary**
- Pupils will **not be treated differently** based on whether a contribution is made
- No pupil will be excluded from an activity if their parent/carer is unable or unwilling to contribute
- If insufficient contributions are received, the school may **cancel the activity**

Parents/carers will be informed of the **full cost of the activity and how contributions are used**.

## 5. Activities for which charges may be made (“Optional Extras”)

Charges may be made for activities that are not part of the National Curriculum or not required as part of statutory education, including:

- Education or activities provided **outside school hours**, where not part of:
  - the National Curriculum
  - a prescribed examination syllabus
  - religious education
- **Board and lodging** on residential visits
- **Examination entry fees** where:
  - the examination is not prescribed
  - or the pupil has not been prepared by the school
- **Instrumental and vocal tuition** requested by parents/carers
- **Extended school provision** (e.g. breakfast clubs, after-school clubs)
- **Materials and ingredients** where parents have agreed in advance that the finished product may be taken home

Charges will **not exceed the actual cost** of providing the activity and will not include any element of profit.

## 6. Residential visits

Charges may be made for board and lodging on residential visits.

However, these charges will be **remitted in full or in part** for pupils whose parents/carers are in receipt of qualifying benefits (see Section 9).

No charge will be made for the **educational element** of the visit where it takes place during school hours or forms part of the curriculum.

## 7. Music tuition

- Music lessons provided as part of the National Curriculum are **free of charge**
- Charges may be made for **individual or small-group tuition** requested by parents/carers
- Charges will reflect the **actual cost of provision**

## 8. Additional activities and transport

Charges may be made for:

- Extra-curricular sports coaching
- After-school clubs
- Transport to activities that are not part of the National Curriculum

Where school transport is provided for optional activities, charges will be limited to the **actual cost incurred**.

## 9. Remissions

The governing body is committed to ensuring that **no pupil is disadvantaged** due to financial circumstances.

**Full or partial remission of charges will be considered for pupils whose parents/carers are in receipt of:**

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided certain income conditions are met)
- Universal Credit (subject to eligibility thresholds)
- Free School Meals

Remissions will apply, in particular, to:

- Board and lodging charges for residential visits
- Other chargeable activities, at the school's discretion

Each case will be considered **sensitively and confidentially**.

## 10. Administration charges

The school may make a reasonable charge for:

- Providing copies of documents where permitted
- Producing letters or reports requested by parents/carers (e.g. confirmation of attendance)

These charges will reflect the **actual cost of administration and materials** and will be published by the school.

This does not apply to statutory information provided under data protection or freedom of information legislation.

## 11. Monitoring and review

This policy will be:

- Reviewed annually by the **Governing Body**
- Updated in line with any changes to legislation or DfE guidance
- Implemented consistently across the school

**Approved by Governing Body:**

**Date: 15<sup>th</sup> October 2025**

**Review cycle:** Annual (sooner if guidance changes)

**Next review due: September 2026**