

Red Hall Primary School

Charging and Remissions Policy



Document History	
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By:	Andrea James
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Introduction:

1.1 - This policy is based on the Education Act 1996 (Sections 449-462) and the Department for Education's guidance "Charging for school activities" (May 2018). The principle underlying this legislation is that education provided during school hours must be free of charge.

We recognise that many activities make a valuable contribution to a child's education both academically and socially. These include trips associated with topic work, visits from theatre groups, residential trips and extra-curricular activities. We will ask for voluntary financial contributions from parents for some activities, and may charge for optional extras that fall outside of school hours or the National Curriculum.

1.3 - This policy sets out what we will and will not charge for, and explains our approach to voluntary contributions and remissions for families who may need financial support.

What we cannot charge for:

The school will not charge for:

- Education provided during school hours (including materials, books, instruments and equipment)
- Education provided outside school hours if it is part of the National Curriculum, part of a syllabus for a prescribed public examination, or part of religious education
- Instrumental or vocal tuition for pupils learning individually or in groups, if the tuition is required as part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sits if the pupil is being prepared for the re-sit at the school
- Transport provided in connection with an educational visit that takes place during school hours
- Admission applications

2.2 - School hours are defined as 8:45am to 3:15pm on weekdays during term time.

Voluntary Contributions:

3.1 - When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make voluntary contributions towards the cost. All contributions are voluntary.

3.2 - No child will be excluded from an activity simply because their parent is unwilling or unable to pay. If insufficient voluntary contributions are received, the school may need to cancel the trip or activity for all pupils. However, once the trip or activity proceeds, all children will be included regardless of whether their parents have contributed.

3.3 - 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, the child will participate fully in the trip or activity. We do not treat these children differently from any others.

3.4 - Sometimes the school pays additional costs in order to support visits and activities. Parents have a right to know how each trip is funded, and the school will provide this information on request.

3.5 - The following is a list of activities organised by the school which may require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums and places of educational interest
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Visiting theatre companies and performers
- Musical events and concerts
- Topic-related educational visits

What we can charge for:

4.1 - Residential visits

4.1 (1) - If the school organises a residential visit in school time, or mainly in school time, which provides education directly related to the National Curriculum, we may charge for the costs of board and lodging.

4.1 (2) - We will provide parents with as much notice as possible of residential visits and their costs. We encourage parents to spread costs over several weeks or months through a savings scheme organised by the school.

4.1 (3) - The cost of the residential visit will not exceed the actual cost of providing the trip. We do not make a profit from residential visits.

Music Tuition:

5.1 - All children study music as part of the normal school curriculum. We do not charge for this, even when delivered by a music specialist.

5.2 - There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individuals or small group lessons. We make a charge for these lessons. We give parents information about music tuition at the start of each academic year.

5.3 - In order to encourage and support music development the school organises its own specialist music provision. Costs are kept to a minimum with the school purchasing instruments such as electronic keyboards and guitars and all resources, loaning them free of charge and subsidizing the costs of tuition. The uptake for tuition must be enough to make it financially sustainable i.e. enough for at least one full session by a music specialist. The service may be withdrawn if interest is insufficient. Charges will only be made for tuition that is provided at the request of parents/carers and is not required as part of the National Curriculum.

5.4 - To encourage and support music development, the school organises its own specialist music provision. Costs are kept to a minimum, with the school purchasing instruments and resources and loaning them free of charge. The school subsidises the cost of tuition where possible.

5.5 - The uptake for tuition must be sufficient to make it financially sustainable (at least one full session by a music specialist). The service may be withdrawn if interest is insufficient, with appropriate notice given to parents.

Optional Extras:

We may charge for optional extras. Optional extras are:

- Education provided outside of school time that is not part of the National Curriculum, not part of a syllabus for a prescribed public examination and not part of religious education
- Examination entry fees if the registered pupil has not been prepared for the examination at the school
- Transport that is not required to take the pupil to school or to other premises where the governing body has arranged for the pupil to be provided with education

- Board and lodging for a pupil on a residential visit (subject to remissions – see remissions section of this policy)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs and wrap-around care)

When calculating the cost of optional extras, we will only include costs that relate directly to the activity, such as:

- Materials, books, instruments or equipment
- Non-teaching staff costs
- Teaching staff costs (if the activity takes place outside of school hours or is not part of the National Curriculum)
- Entrance fees and insurance costs
- Transport costs

We will not charge more than the actual cost of providing the activity, divided equally by the number of pupils participating. We do not make a profit from optional extras.

Damage to Property and Lost Items

Parents may be asked to pay for the repair or replacement of school property that has been deliberately damaged, lost or defaced by their child.

This includes:

- Wilful damage to school buildings, furniture or equipment
- Lost or damaged home reading books (up to a maximum of £5.00 per book)
- Lost or damaged school equipment or resources

Each case will be considered on its individual merits, and the headteacher will make the final decision on whether to request payment.

Remissions and Support for Families

The school is committed to ensuring that all children can access the full range of educational opportunities, regardless of their family's financial circumstances.

Remissions for Residential Visits

Children who are eligible for pupil premium funding or free school meals will receive a 50% reduction in the cost of board and lodging for residential visits.

In cases of exceptional financial hardship, the school may provide additional support. Parents should contact the headteacher in confidence to discuss this.

Support for Other Activities

The school will use pupil premium funding to support access to trips, activities and resources for eligible pupils where appropriate.

Parents experiencing financial difficulty who wish their child to participate in an activity that requires a voluntary contribution or charge should contact the headteacher in confidence. We will work sensitively with families to find solutions and ensure no child misses out on educational opportunities.

All discussions about financial support will be handled confidentially and sensitivity.

Specific Activities

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place during school time and are part of the National Curriculum. We make no charge for this activity.

We inform parents when these lessons are to take place and what equipment children will need.

Sport and Physical Activity

The school offers additional sporting activities such as football, netball and rugby coaching after school. When school staff run and organise these sessions, we make no charge.

We may employ the services of private companies or professional coaches to deliver extra-curricular activities. We may make a charge for these sessions to cover costs. Details of any charges will be provided to parents in advance.

Transport

We may charge for transport to extra-curricular activities that are optional extras.

Any charges are subsidised where possible and used only to help cover the expenses of the trip. We do not make a profit from transport charges.

Extended Day Services:

Breakfast Club

The school provides a breakfast club facility. This is currently delivered free of charge to all children, staffed by school employees and volunteers with all resources provided by the school.

The school reserves the right to introduce charges for breakfast club provision in the future if necessary to ensure financial sustainability. Appropriate notice will be given to parents, and support will be available for families experiencing financial hardship.

After School Care

Should the school introduce after-school care or wrap-around care in the future, charges will be set to ensure that staffing and running costs are covered. Details will be provided to parents in advance, and remissions will be available for eligible families.

Tuck Shop

The school provides a tuck shop facility for Key Stage 2 children during morning break. Items are sold at 30p each.

School employees and Year 6 children staff the service, with all resources provided by the school. Charges cover only the cost of consumables.

School Meals

Parents/carers whose child takes a school lunch must pay the relevant cost of the school meal. Current prices are available from the school office.

Some pupils may be eligible for free school meals. Application forms and information about eligibility are available from the school office. We encourage all families who may be eligible to apply.

Lettings

The school charges for hire of the premises to cover energy use, wear and tear and any additional staffing costs incurred.

All lettings are subject to the conditions stipulated in the Hire of Premises Permit and must be approved by the headteacher or governing body.

Monitoring and Review

This policy will be reviewed every two years by the governing body, or sooner if there are changes to relevant legislation or DfE guidance.

The headteacher is responsible for implementing this policy and will report to governors on its operation as required.

The governing body will monitor the impact of this policy to ensure that no child is disadvantaged due to their family's financial circumstances.

Complaints

Any complaints about the application of this policy should be directed to the headteacher in the first instance.

If the matter cannot be resolved, parents may refer to the school's complaints policy, which is available on the school website and from the school office.

Parents also have the right to complain to the local authority or the Department for Education if they believe the school is acting unlawfully.

Related Policies

This policy should be read in conjunction with:

- **School Complaints Policy**
- **Pupil Premium Strategy**
- **Educational Visits Policy**