

St. Mary's Church of England Primary School Fownhope

CHARGING AND REMISSIONS POLICY



“Walking together in the fruit of the Spirit”

UPDATED SEPTEMBER 2026

A rich education is more than simply learning reading, writing and maths. It is about helping a child grow into their full potential as inquisitive, well balanced and cheerful adults. As a Church school we nurture children to display the ‘fruit of the Spirit’, which is “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control” (Galatians 5:22-23). At St Mary’s you will find children growing in mind, body and spirit as they form good relationships with each other, the staff and discover a faith which will sustain them in a rapidly changing world.

1. Aims

Our school aims to:

- have robust, clear processes in place for charging and remissions
- clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England. Additional legislation is:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation or reduction of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing body

The governing body has overall responsibility for approving the charging and remissions policy, but in our school the responsibility for approving the charging and remissions policy has been delegated to the resources committee.

4.2 The headteacher

The headteacher is responsible for ensuring that staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- implementing the charging and remissions policy consistently
- notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what the school cannot charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

5.3 Residential visits

- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what the school can charge for.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision

- Community facilities
- Provision of information within the scope of freedom of information

6.2 Optional extras

We are able to charge for activities known as ‘optional extras’. In these cases, the school can charge for providing materials, books, instruments, services or equipment. The following are examples of optional extras:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra(s)
- The cost of buildings and accommodation
- The cost of non-teaching staff
- The cost of services provided in connection with the optional extra(s)
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil’s parents.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- if the teaching is an essential part of the National Curriculum
- if the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- for a pupil who is looked after by a local authority

6.4 Residential visits

When St. Mary's Primary School organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover/ go towards the costs of board, lodging, entrance fees and travel expenses.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Transport to special events
- Transport to swimming lessons
- Sports activities
- Music activities

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it may be cancelled.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

8. Activities this school charges for

The school will charge for the following activities:

- Breakfast club*
- After-school club*
- After-school activity clubs e.g. performing arts, football, tag rugby
- Ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school
- Board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Charges for Breakfast and After School clubs are regularly benchmarked against comparable wraparound care in the area. The charge covers staff costs, heat and light, accommodation and resources.

*Children of staff, parents/carers running after-school clubs and governors attending meetings will be admitted for a charge of 50p per staff child when their parents/carers are working at the school (children still need to be booked in for these sessions in advance in the usual way).

For regular activities, the charges for each activity will be determined by the governing body and reviewed in April each year.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question. Parents of children for whom the school is in receipt of Pupil Premium or similar income are invited to request a full or partial remission of the cost of the activity if they are unable to meet the full cost.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

The school will provide a form for parents to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

10. Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures that these comply with this policy.

11. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

12. School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school

will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip or refunding parents.

If contributions to an activity exceed the total cost, a refund will be given if the excess is over £5 per child. Excess income less than £5 per child will be paid into the school fund account. Excess of expenditure will be funded by school fund.

In line with the school's guidelines this policy will be reviewed annually.

This policy was approved by the Governing Body on:	22 nd September 2026
Signature of Headteacher:	T. Milne
Signature of Chair of Governors:	A. Gunn
Review Date:	September 2027

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(Galatians 5:22 – 23)