



CHARGING & REMISSIONS POLICY

Policy review: September 2026

Next Review: September 2027

1. Aims

The Governing Body of Fens Primary School recognises the valuable contribution that educational visits, residential experiences, music tuition and enrichment activities make to pupils' education.

This policy sets out the circumstances in which the school may make charges for activities and the circumstances in which remissions may be available. The policy has been developed in accordance with the Education Act 1996 and current Department for Education guidance on charging for school activities.

2. Activities for Which No Charge Will Be Made

No charge will be made for:

Education During School Hours

- Education provided wholly or mainly during school hours.
- Education provided outside school hours if it forms part of the National Curriculum.
- Education provided outside school hours if it forms part of a syllabus for a prescribed public examination.
- Education provided on a residential visit if it forms part of the National Curriculum or religious education.

Transport

The school will not charge for:

- Transport provided in connection with an educational visit that forms part of the National Curriculum.
- Transport required to take pupils to or from an educational activity where the school has a duty to provide transport.

Materials, Books and Equipment

The school will not charge for materials, books, instruments, equipment or protective clothing required to fulfil National Curriculum obligations.

3. Voluntary Contributions

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

- Educational visits.
- Visitors to school.
- Enrichment activities.
- Workshops and curriculum enhancement events.

No child will be excluded from an activity because a parent or carer is unwilling or unable to make a voluntary contribution.

However, if insufficient voluntary contributions are received to make an activity financially viable, the school reserves the right to cancel the activity.

All requests for voluntary contributions will make it clear that:

- Contributions are voluntary.
- There is no obligation to contribute.
- Pupils will not be treated differently according to whether a contribution is made.

4. Optional Extras

Charges may be made for activities that are not part of the National Curriculum and are provided wholly or mainly outside school hours.

Examples include:

- Out-of-school clubs provided by external organisations.
- Residential activities that take place mainly outside school hours.
- Extended educational visits that are not part of statutory curriculum requirements.

Any charge will not exceed the actual cost of providing the activity divided equally by the number of participating pupils.

No subsidy from school funds or voluntary contributions will be used to support optional extras.

5. Residential Visits

The school may charge for board and lodging costs associated with residential visits, even when the visit takes place during school hours.

However, costs for educational activities during the residential experience will not be charged where these form part of the National Curriculum or religious education.

Remissions may be available for families entitled to qualifying benefits as detailed in Section 8.

6. Music Tuition

Charges may be made for instrumental or vocal tuition provided individually or in groups where the tuition is not an essential part of:

- The National Curriculum.
- A public examination syllabus.
- Religious education.

Charges will not exceed the cost of providing the tuition

7. Damage to Property and Lost Equipment

The school may charge parents/carers for the cost of replacing, repairing or cleaning property where loss or damage has resulted from a pupil's behaviour.

This may include:

- Deliberate damage to school property.
- Defaced books.
- Lost school equipment.
- Damage to buildings, furniture or ICT equipment.

Any charge will reflect the actual cost incurred by the school.

8. Remissions

The Governing Body may remit all or part of the charges for board and lodging on residential visits for pupils whose parents/carers are in receipt of qualifying benefits.

Qualifying benefits include:

- Universal Credit (subject to the earnings threshold prescribed by government).
- 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 State Pension Credit.
- Child Tax Credit (provided the family is not also entitled to Working Tax Credit and has an annual income below the prescribed threshold).
- Working Tax Credit run-on.

Parents/carers experiencing financial hardship are encouraged to contact the Headteacher in confidence to discuss available support.

The school will consider requests sensitively and on an individual basis.

9. Monitoring and Review

The Governing Body will review this policy annually or sooner if legislation or Department for Education guidance changes.

The Headteacher will be responsible for implementing the policy and ensuring that charging arrangements are applied fairly and consistently.

Signed: _____

Headteacher

Date: _____

Signed: _____

Chair of Governors

Date: _____