Charging and Remissions Policy

Policy Review
This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was reviewed and agreed by the Governing Body in September 2026

It is due for review in October 2028 (up to 24 months from the below date).

Head Teacher		29th September, 2026
Chair of Governors		29th September, 2026

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Aims

At Leamore Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. Therefore, in this policy, this we aim 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

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable.

Roles and responsibilities

The governing board:

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee In our school, monitoring the implementation of this policy has been delegated to the Resources Committee.

The Headteacher

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

Staff (our)

Staff are responsible for implementing the charging and remissions policy consistently - notifying the Headteacher of any specific circumstances in 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.

Parents

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

Leamore Primary School will not charge for:

Where charges cannot be made in accordance to the guidelines, Leamore Primary School will not charge for:

- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school.
- All activities that are a necessary part of the National Curriculum during school time. *However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA*
- School meals for pupils registered for Free School Meals.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- Swimming - The school organises swimming lessons for children. These take place in 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.
- Physical Education - All children have games lessons e.g. football, netball, hockey, as part of the school curriculum. A member of staff runs this class during school time, no charge is made for these activities.

Leamore Primary School may charge for:

Below, where charges can be made, we set out what Leamore Primary School can charge for:

- Education - Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras, for example, Music or Vocal tuition if this is led by an external company and is provided at a cost.
- Community facilities if permitted by the Headteacher
- Clubs - We may have clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and are charged for unless otherwise stated. Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term.
- Residential visits - We can charge for residential visits but the charge must not exceed the actual cost of the visit (that is to say that the cost of cover whilst staff are on Residential cannot be passed).
- Damaged or Lost School Property - Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book. Any charge made in respect of individual pupils will not be greater than the actual cost of the loss or repair, divided equally by the number of pupils participating.
- Visits to museums, art galleries;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- Musical events.
- Toast/bagels – toast/bagels are currently provided for the pupils of Leamore during morning break-times. The cost of these are covered by

school however, in the future, this may be directed to the parents / carers of those who wish their children to have toast.

- Breakfast Clubs – we have joined the DFE funded free breakfast club scheme so there is no current charge for breakfast club, however, if this funding is stopped we may revert back to charging for the service.

This list is not exhaustive and parental agreement is necessary for the provision of an activity which is to be charged for and they will be adequately informed of such instances.

Voluntary contributions

In exception to the statements outlined above, 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:

- Visits from professionals including authors, performers, activity days workshops as part of trips. 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. The school will make parents aware of a possible cancellation in the information sent to parents.
- 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 child to participate fully in the trip or activity.
- At times the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school now budgets £5000 for curriculum enrichment and this may be used to subsidise the cost of a trip. The school provides information on request (No individual circumstances are disclosed).

Remissions

In some circumstances the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

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 lodgings 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.

Monitoring arrangements

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

This policy will be reviewed by the School Business Manager every year at every review, the policy will be approved by the Resources Committee/FGB.

For regular activities, the charges for each activity will be determined by the SBM/SLT/governing board and reviewed in January each year. Parents will be informed of the charges for the coming year in June each year.