



## Charging and Remissions Policy

<b>Responsible Committee</b>	<b>Full Governing Body</b>
<b>Date reviewed</b>	<b>January 2026</b>
<b>Next Review date</b>	

# **Charging and Remission Policy**

## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, day trips and residential experiences can make towards the children's personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities. Therefore the Governors wish to ensure that all children have access to all areas of the life of the school regardless of the parents'/carers ability to pay and have therefore determined their policy and remission of fees in accordance with the requirements of the DfE.

## **Purpose**

This policy statement is set out below and should be understood that the associated guidance constitutes an integral part of this policy. It is the policy of the Governors of Chambersbury Primary School to charge pupils at full cost for all activities which are deemed under the Act to take place outside hours unless that activity is required to fulfil:

- I. any requirement specified in the programmes of study as prescribed in the National Curriculum
- II. any statutory duties relating to the afore mentioned requirement
- III. any statutory duties relating to the Agreed Syllabus for Religious Education

Voluntary contributions may be invited for all activities which take place during or outside the school day for which no charge can be legally imposed.

## **Equality**

This policy will ensure that charges and remissions will be applied fairly and consistently, and that they enable all pupils to access provision, regardless of their families' financial circumstances.

## Charges

### During School Hours

In the event of activities organised by the school during school hours, parents may be expected to make a voluntary contribution. Pupils of parents who do not make such contributions will be treated no differently from those who have. The Governing Body **RESERVES THE RIGHT** to make a charge in the following circumstances for activities organised by the school:-

- ✚ any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- ✚ Visits/trips undertaken for the purposes of the curriculum.
- ✚ music and vocal tuition, in limited circumstances.
- ✚ School clubs

### School Journeys and Residential Trips

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time. Any requests for financial help should be made in writing to the Headteacher.

### Activities outside school hours

The full cost to each child of activities deemed to be optional extras taking place outside school hours, such as Theatre and Concert visits.

### Extended School Charges for Breakfast Club

The Governors have agreed that the following charges will apply for the Academic Year 2025/26

- ✚ £2.25 for per child

These charges cover the cost of food (Breakfast Club), staffing and equipment purchased for sole use within these sessions.

This will be reviewed on an annual basis.

## School Meal Payments

As part of the Universal Infant Free School Meals scheme (UIFSM) which commenced September 2014, all children in **Reception and Years 1 and 2** have an entitlement to free school meals.

- ✚ All junior children (Years 3-6) can purchase a school meal at a charge set by Hertfordshire County Council (HCC)
- ✚ Free School Meal financial help (benefit related free school meals) remains available to eligible families in **all year groups**. If your child is eligible the school can claim extra funding through Pupil Premium) to provide educational resources, one-to-one tuition, additional Teaching Assistant support, attendance at after school clubs, school trips, residential school journeys, all of which contribute directly to pupil progress.

To be eligible for the benefit related free school meals, parents/carers need to be receiving one of the benefits listed below.

- ✚ Income Support
- ✚ Income-based Job Seekers Allowance
- ✚ Income-related Employment and Support Allowance
- ✚ Support under Part VI of the Immigration and Asylum Act 1999
- ✚ Child Tax Credit, with a taxable income no more than £16,190 and not in receipt of Working Tax Credit
- ✚ State Pension Credit (Guarantee element)
- ✚ Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- ✚ Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get)

## Instrumental Tuition

The cost for providing individual or group instrumental tuition. Chambersbury Primary School, although not presently doing so, participates within the 'Wider Opportunities in Music' scheme which provides group violin lessons for an allocated year group free of charge. This is subject to change at the end of each Academic Year.

## Charging in kind

The Governing Body may charge for ingredients and materials or require them to be provided if parents have indicated in advance that they wish to own the finished product.

The Governing Body may also charge for the cost of repair and/or replacement of items wilfully damaged or loaned and subsequently damaged or lost.

## **Outside School Hours**

Charges may be made for optional courses or activities which fall wholly or mainly outside school hours. This may not include any activity which is required by the National Curriculum or to fulfil statutory duties relating to Religious Education. Charges made for such activities may include an element for:-

- + Pupil travel costs
- + Pupil, board and lodging costs
- + Materials, books, instrument or other equipment
- + Support staff
- + Entrance fees for museums, theatres etc
- + Insurance costs

## **Voluntary Contributions**

Legislation does not prevent the school from asking parents for a voluntary contribution towards the cost of a given activity or visit falling outside those described where charges may be made. This contribution, however, must be optional and with prior parental agreement.

Parents are asked, therefore, to contribute voluntarily towards the cost of:

- + Educational visits to museums, theatres and other sites of interest, which support the children's learning.
- + Visits by authors, poets, environmentalists, puppeteers, theatre groups and other experts who come into school to extend the children's knowledge and experience.
- + Musical activities.
- + For swimming tuition.
- + School equipment.
- + School funds generally.

The contribution must be genuinely voluntary though and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

## Public Examinations

No charges may be made for entering pupils for public examinations that are set out in Regulations. However, an examination entry fee may be charged to parents if:

- ✚ the examination is on the set list, but the pupil was not prepared for it at the school;
- ✚ the examination is not on the set list, but the school arranges for the pupil to take it (for example LAMDA examinations/Instrumental examinations);
- ✚ a pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LEA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

## Refunds

Where circumstances require that consideration is given to providing a refund of charges, the following will apply:

- ✚ Where an individual child misses a school trip that their parent/carer has contributed towards, no refund will be given unless the child is off sick and the school has been notified on the day of the trip.
- ✚ Where a whole school trip has to be cancelled due to circumstances beyond the school's control, an insurance claim will be made and any proceeds distributed equally to those parents/carers who contributed to the cost of the event.
- ✚ School journeys – where a surplus of £10 or more per pupil is made
- ✚ School day trips and activities where a surplus in excess of £2 per pupil is made

The Governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Consequently the school will aim to provide assistance for children from families in financial need and parents are advised to contact the Head Teacher in confidence. *If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging could be remitted in full.*

The school looks forward to the support, and understanding and generosity of parents.

***The Governing Body may from time to time, amend the categories of activities for which a voluntary contribution or charge is made.***