

PEWITHALL PRIMARY SCHOOL
CHARGING AND REMISSIONS POLICY

Safeguarding Statement

Pewithall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors and visitors to share this commitment.

1. Aims

The Governing Body of Pewithall Primary School has adopted this Charging and Remissions Policy in accordance with the provisions of the Education Act 1996 and current Department for Education guidance.

The aims of this policy are to:

- Ensure the school complies with all statutory requirements relating to charging and remissions.
- Maintain the principle of free education for all pupils.
- Clearly set out activities for which charges may or may not be made.
- Ensure transparency and consistency in the application of charges.
- Ensure that no pupil is disadvantaged or excluded from educational opportunities because of financial hardship.
- Support equality of opportunity and inclusion for all pupils.

2. Legislation and Guidance

This policy is based on:

- Sections 449–462 of the Education Act 1996. [legislation.gov.uk], [assets.pub...ice.gov.uk]
- Department for Education guidance: Charging for School Activities (May 2018).

The school recognises the legal requirement that education provided during school hours must be free of charge, except in specific circumstances permitted by legislation.

3. Definitions

Charge
A fee payable for specifically defined activities permitted by legislation.



Remission
The cancellation or reduction of a charge that would normally be payable.

Optional Extra
An activity provided wholly or mainly outside school hours that is not part of the National Curriculum, religious education, or a prescribed examination syllabus.

---

4. Roles and Responsibilities

4.1 Governing Body

The Governing Body is responsible for:

- Approving and reviewing this policy.
- Monitoring the implementation of this policy.
- Ensuring all charges are lawful, fair and transparent.
- Ensuring remissions are applied appropriately.
- Ensuring no pupil is disadvantaged because of their family's financial circumstances.

The Governing Body may delegate responsibility for monitoring this policy to an appropriate committee.

4.2 Headteacher

The Headteacher is responsible for:

- Implementing this policy consistently.
- Ensuring staff understand and apply the policy.
- Ensuring parents are informed about charges, voluntary contributions and remissions.
- Ensuring no child is excluded from an activity because parents cannot or choose not to contribute voluntarily.
- Approving charges for optional extras.
- Ensuring no profit is made from chargeable activities unless specifically permitted by legislation.

4.3 Staff

Staff are responsible for:

- Applying the policy consistently.



- Providing accurate costings for educational visits and activities.
- Seeking guidance where there is uncertainty regarding charging arrangements.
- Providing timely information to parents regarding activities and associated costs.

4.4 Parents and Carers

Parents and carers are expected to:

- Respond promptly to requests regarding educational visits and activities.
- Raise concerns or queries regarding charges with the school.
- Inform the school where they believe they may qualify for remission.
- Understand that voluntary contributions are optional and that pupils will not be treated differently if contributions are not made.

---

5. Activities for Which No Charge Will Be Made

No charge will be made for:

Admission

- Admission to the school.

Education During School Hours

- Education provided during school hours.
- Materials, books, instruments or equipment required for curriculum learning.
- Activities which form part of the National Curriculum.
- Activities which form part of religious education.

Education Outside School Hours

Where the activity forms part of:

- The National Curriculum.
- Religious Education.
- A prescribed examination syllabus for which the pupil is being prepared by the school.

Public Examinations

- Entry for a prescribed public examination where the pupil has been prepared by the school.



- Examination re-sits where the pupil is being prepared by the school.

Transport

- Transport provided in connection with education that forms part of the National Curriculum or religious education.

---

6. Activities for Which Charges May Be Made

The school may charge for:

Music Tuition

Charges may be made for instrumental or vocal tuition when:

- The tuition is requested by parents.
- The tuition is provided individually or to groups of four pupils or fewer.

No charge will be made where tuition is:

- Required by the National Curriculum.
- Required as part of a public examination syllabus.
- Part of religious education.

Public Examinations

Charges may be made for:

- Entering a pupil for an examination not prescribed in regulations.
- Preparation for such examinations outside normal school hours.
- Prescribed examinations where the school has not prepared the pupil for the examination.
- Examination fees where a pupil fails, without good reason, to satisfy examination requirements.

Materials, Books, Instruments and Equipment

Charges may be made for materials, ingredients or equipment where parents have indicated in advance that they wish to own the finished product. Any charge will not exceed the actual cost incurred by the school.



Damage to Property

The school reserves the right to seek reimbursement for the repair or replacement of school property which has been intentionally damaged, defaced or lost as a result of inappropriate pupil behaviour.

Extended Services

Charges may be made for:

- Breakfast clubs.
- After-school clubs.
- Holiday clubs.
- Childcare provision.
- Extra-curricular activities not forming part of the National Curriculum.

7. Educational Visits and Residential Visits

Residential Visits

Where a residential visit takes place wholly or mainly during school hours:

- Charges may be made for board and lodging only.
- Charges will not exceed the actual cost incurred by the school.
- Eligible families will receive remission in accordance with Section 9 of this policy.

Where more than 50% of the visit occurs during school hours, no charge may be made for the educational elements of the visit.

Optional Extras

Charges may be made for activities occurring wholly or mainly outside school hours that are not part of:

- The National Curriculum;
- A prescribed public examination syllabus; or
- Religious education.

Charges may include:



- Travel costs.
- Board and lodging.
- Materials and equipment.
- Entrance fees.
- Staff costs directly associated with providing the activity.
- Insurance costs.

Parents may choose whether their child participates in an optional extra.

No profit will be made from charges and costs will be based on the actual cost of provision.

---

8. Voluntary Contributions

The school may ask parents for voluntary contributions towards activities which take place during school hours and for which no charge can legally be made.

The school will make it clear that:

- Contributions are entirely voluntary.
- No pupil will be excluded because a parent is unable or unwilling to contribute.
- No child will be treated differently because a contribution has not been made.

Where there are insufficient voluntary contributions to make an activity financially viable, the school reserves the right to cancel the activity.

---

9. Remissions

The Governing Body may remit all or part of a charge in exceptional circumstances where financial hardship would otherwise prevent participation.

The cost of board and lodging for residential visits occurring wholly or partly during school hours will be remitted where parents are in receipt of one or more of the following benefits:

- Universal Credit, subject to current income thresholds.
- 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 Pension Credit.



- Child Tax Credit (where the family is not also entitled to Working Tax Credit and income falls below the prescribed threshold).

The school may also use delegated budgets, Pupil Premium funding (where appropriate) or other available funds to support access to educational opportunities.

---

10. Equality and Inclusion

Pewithall Primary School is committed to ensuring that all pupils have equal access to educational opportunities regardless of financial circumstances.

Requests for financial support will be considered sensitively and confidentially.

No pupil will be excluded from an educational opportunity solely because their parent or carer is unable to pay.

---

11. Monitoring and Review

The Governing Body will review this policy annually, or sooner if there are significant changes to legislation or Department for Education guidance.

Policy Information

Policy Name: Charging and Remissions Policy

Reviewed: October 2026

Approved by Governing Board: 2nd November 2026

Next Review Date: 2nd November 2027

Policy Owner: Headteacher / Resources Committee

Signatures

Reviewed: April 2026
Minuted & Adopted: 2nd November 2026
Date for review: 2nd November 2027
Signed: Mr N Burgess (Chair of the board of Governors



Signed: Mr D Baugh (Head Teacher)