



# St Andrew's CE VC Primary School

*'Roots to grow, Wings to fly'  
They will soar on wings like Eagles.*

*Isaiah 40:31*

## Charging & Remissions Policy

Signed (Chair)	Name Anthony Parker	Date 25/02/2026
Signed (Head)	Name Graham Pike	Date 25/02/2026
Ratified by Governing Body on		Next Review February 2027

### **Equality Impact Assessment (EqIA)**

*This policy has been assessed with regard to its impact on equalities issues. The equality impact assessment has been conducted by the relevant Governors' sub-committee and focused on race, gender, disability, age, sexual orientation, gender identity and religion/belief. Community Cohesion has also formed part of the impact assessment work in order to ensure respect for diversity, alongside a commitment to common and shared bonds.*

### **EqIA outcomes**

- The assessment found no areas of potential negative impact and actions resulting in positive impact are in place.*

## Charging & Remissions Policy

**Rationale:** The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Department for Education. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers and the school warmly endorses that principle and is committed to upholding the legal requirements. The law recognises that charges may be made to parents/carers in certain defined circumstances, provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

It is recognised, however, that many educationally valuable activities have been, and will continue to be, dependent on voluntary financial contributions in whole or in part from parents/carers. Without the financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils.

**Legislation & 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 England.

### **Definitions:**

**Charge:** a fee payable for specifically defined activities

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

**Purpose:** The governors fully realise the valuable contribution that a wide range of additional activities, such as clubs, visits, visitors, trips, residential experiences and practical activities, can make towards a child's personal, social and educational development. The governors therefore aim to promote all activities which support a broad, balanced curriculum for all pupils attending St. Andrew's CE Primary School. The following guidelines should ensure that the objectives of the Education Reform Act (1988) are met.

**Guidelines on activities that are charged for:** Our school policy regarding charging for activities is as follows:

**School meals:** School meals are ordered by parents on Arbor. For pupils in Reception or KS1 there is no charge for these meals as this is covered by the UIFSM (Universal Infant Free School Meal) grant. Pupils in KS2 are charged for a school meal, unless they qualify for FSM (Free School Meals.)

**Wrap- around care** (Breakfast and After- School Club): Parents/ carers of pupils are asked to pay the full cost of any such activity in advance and book via Arbor. Pupils in receipt of FSM are not charged for using wrap – around care but parents/ carers must book on Arbor.

**Late pick- up:** If a parent/ carer is late picking their child up at the end of the school day (Unless there has been an emergency and / or the school has been notified with

a valid reason), then the child will be asked to go to after- school club and the parent will be charged.

**Visits & visitors:** Voluntary contributions will be sought for visits and visitors occurring during school time to meet costs. We will charge for allowable optional costs for activities provided outside of the school day.

**Residential Visits:** Charges will be made to cover costs incurred for board and lodgings, activities and transport.

**Music Tuition:** Charges may be made for teaching either an individual pupil or groups, to play a musical instrument during normal school hours.

**Classroom Materials:** No charge will be made for materials or equipment. However, for certain practical activities (technology, food activities etc) parents/carers may be invited to provide materials or ingredients on a voluntary basis. Where parents/carers would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

**Damage to school property:** When damage to school property or equipment occurs because of a child's behaviour and they are found to be responsible, parents/carers will be expected to pay the full cost of repair to, or replacement of, the property or equipment.

**Voluntary contributions:** For activities such as educational visits and school trips which take part wholly or mainly within teaching time, the governing body supports the school in inviting voluntary financial contributions from parents/ carers to meet the cost of necessary transport, entrance charges, cost of the experience etc, bearing this in mind:

- Parents/ carers are under no obligation to contribute, and
- Pupils registered at this school will not be treated differently according to whether their parents/ carers have made a voluntary contribution towards the cost of an activity or experience.

Wherever possible, parents/ carers will be notified by letter well in advance of a particular activity taking place. This letter will contain full details of the activity, and its likely value or objective in educational terms. It will set out a figure for the individual contribution required by explaining the costs. In addition, at this stage, it will be explained to parents/ carers that the activity in question will have to be cancelled if an acceptable level of financial contributions is not forthcoming.

Parents/ carers will then indicate if they wish their child to participate on Arbor and pay their contribution.

In the event of a cancellation due to lack of contributions, all contributions will be returned in full and parents/ carers notified in writing.

**Remissions:** Where the parents of a pupil are in receipt of income support or Universal Credit or Pupil Premium, the Governing Body may remit half the cost of the school trip or board and lodging for any residential activity that it organises for the

pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for the National Curriculum. Parents, however, must give written consent that their child can take part in the activity/ trip and pay any necessary deposit.

In other circumstances, there may be cases of family hardship which make it a challenge to take part in particular activities for which charges are made. Parents/ carers are invited to apply in confidence for the remissions of charges in part or in full. Such applications will need to be approved by the Head Teacher.

**Refunds:** The Headteacher will consider refunds for pupils not participating in an activity due to a medical condition; however, coach fares or deposits cannot be repaid.

**Roles & responsibilities:**

**The governing body:** The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual or the headteacher. In addition, the governing body has overall responsibility for monitoring the implementation of this policy.

**The headteacher:** The Headteacher is responsible for ensuring staff are familiar with the policy, and that it is being applied consistently. The Headteacher will provide staff with appropriate training in relation to this policy.

**Staff:** The staff are responsible for implementing the policy; notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

**Parents/ carers:** Parents/ carers are expected to notify staff or the Headteacher of any concerns, queries or questions regarding the charging and remissions policy.