



REDLAND PRIMARY SCHOOL
CHARGING AND REMISSIONS POLICY

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Redland Primary School Charging and Remissions Policy

Introduction

All children should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular). This charging and remissions policy describes how we will do our best to ensure a range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- charges will not be made
- charges will be made
- charges may be waived

Legislation

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

Voluntary contributions

The Law says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Redland Primary School wishes to provide all pupils with the best possible educational opportunities within the limits of available funding. The Education Act 1996 sets out the law on charging for school activities and states that education during normal school hours (and out of school hours where related to preparation for prescribed examinations) is to be free of any compulsory charge to parents. The Governors endorse this principal.

It is recognised, however, that many educationally valuable activities are dependent on financial payments from parents. Without this support the school would not be able to maintain the quality and breadth of the educational programme it currently provides to pupils. The school's objective is to keep financial payments to a minimum and to ensure, as far as possible that all children are able to participate irrespective of their circumstances.

Redland Primary School may seek voluntary contributions in order to offer a wide variety of experiences to pupils including topic specific day trips/visits. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

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No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours
 1. if it is part of the National Curriculum, or
 2. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 3. part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip.

Activities/Items for which charges may be made

It is the policy of our school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras.' Charges will not exceed the actual cost (per pupil) of provision.

a) Activities outside school hours

Non-residential activities (other than those listed in section 4 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) may receive a reduction in charges for board and lodging costs. Residential trips deemed to take place outside school time.

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c) Music tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, for either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus that the pupil is being prepared for at the school.

The charging for instrumental music tuition provided by external teachers, on school premises, is a matter for agreement between the parents and the music teacher.

d) School Meals

Charges will be made to all pupils not entitled to free school meals at an amount determined by the governing body as appropriate.

e) Wraparound Childcare

The charges for wrap around child care by attendance at the school Breakfast Club and/or After School Club will be determined by the governing body and reviewed regularly.

f) Classroom Materials

No charge will be made for classroom materials or equipment. However, for certain activities (technology, cookery) parents may be invited to provide materials, ingredients or monetary amounts. Where parents would like to possess the finished product, the school will charge the cost or require the supply of the necessary materials.

g) Damage to Property and Breakages

The Governors may seek to recover some or all of the costs incurred due to items being lost, broken or damaged due to the negligence or poor behaviour of pupils or their parents, particularly if such damage is considered to have been intentional. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

h) External School Clubs

Where a post school club is run by external commercial organisations, charging arrangements for these clubs are a matter for agreement between the parents and the external organisation.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Charges may be waived or reduced for children whose parents make an application to the Head and where School Funds may be made available. This remissions policy sets out the circumstances in which charges will be waived or reduced.

Families qualifying for remission or help with charges:

Parents in receipt of any of the following benefits may request assistance with the costs of activities

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- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £16,190
- Guaranteed element of State Pension Credit
- Working Tax Credit run – on eligibility
- Universal Credit - if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- Children for whom the school receives Pupil Premium funding

Additional categories of parents may claim help with some costs in the following circumstances:

- Families not in receipt of the benefits listed above, but who nonetheless feel unwilling or unable to pay due to financial constraints. Parents in this category should discuss their concerns about charges with the Head Teacher. Decisions about remission will be made on a case by case basis.
- Circumstances that are not included in the categories above for which the Governing Body may deem to be a special case for consideration.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments