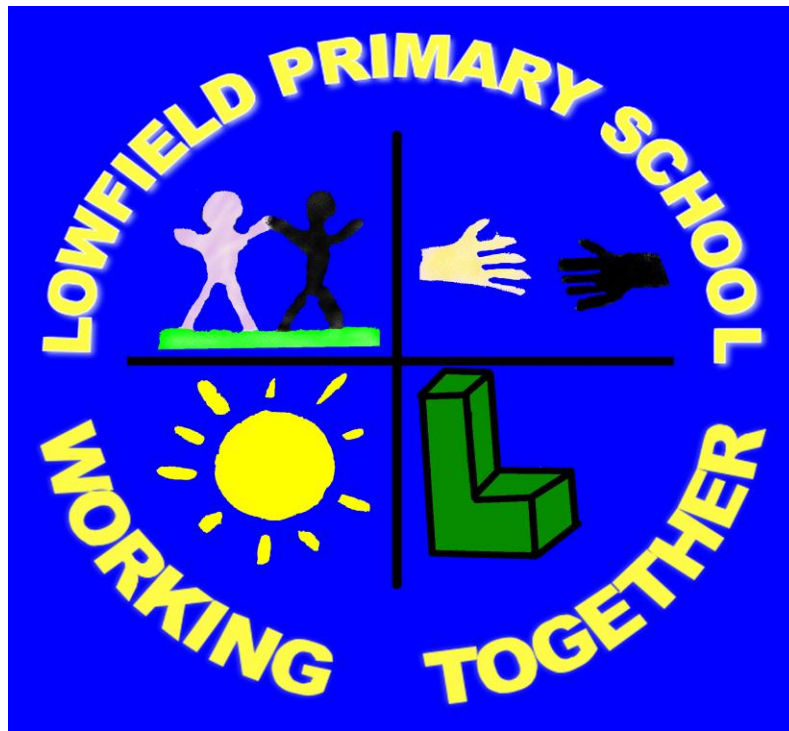




Charging and Remissions Policy

Policy Written: September 2021

Policy Reviewed: September 2022, 2023, 2024, 2025

Next review: September 2026

[Updates in Blue](#)

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Charging for education
5. Optional extras
6. Voluntary contributions
7. Music tuition
8. Transport
9. Freedom of Information Policy and Publication Scheme

Statement of intent

Lowfield Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- [DfE \(2025\) 'Maintained schools governance guide'](#)
- [DfE \(2024\) 'What maintained schools must or should publish online'](#)

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

2. Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable

3. Roles and responsibilities

The governing body will be responsible for:

- Reviewing this policy.
- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The SBM will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

4. Charging for education

The school will not charge for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

5. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, e.g. breakfast or out-of-school provision

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during

school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

6. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There will be no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

7. Music tuition

The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition is an essential part of the national curriculum. Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme. No charge for music tuition will be made in respect of pupils who are looked after by a local authority.

8. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

9. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

Area	Policy
Residential courses in school time.	Parents are required to meet the full cost of the residential visit. If the income for each activity does not meet the overall cost, such activities may have to be cancelled. <i>Where applicable parents may complete the request for support form (linked to pupil premium funding)</i>
Activities outside school hours not within the National Curriculum	Parents are required to meet the full cost, where applicable. If the income for each activity does not meet the overall cost, such activities may have to be cancelled. <i>Where applicable parents may complete the request for support form (linked to pupil premium funding)</i>
Activities within school hours and within the National Curriculum	Parents are asked for a voluntary contribution towards the costs such activities even though they may be part of the normal school day or part of the National Curriculum. Where voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if parents are unable or unwilling to pay, pupils will not be excluded from the activity. However if sufficient contributions are not received the activity may have to be cancelled.
Instrumental music tuition	Where the school provides an 'outside' tutor, parents may be charged, up to the full cost, for the tuition. <i>Where applicable parents may complete the request for support form (linked to pupil premium funding)</i>
Ingredients/materials for practical subjects	Parents are asked to provide materials for practical subjects, but no pupil will be disadvantaged because of parents' inability / reluctance to pay. Where necessary, school will pay the cost of this.
Damaged or lost school equipment, books, etc	Parents may be requested to replace school equipment, books, etc. which have been lost by their child.
Breakages and damages to school buildings, furniture or property	Wilful damage to school buildings or property by a pupil may be charged to parents by the school.