



Long Marston VA C of E Primary School

Charging and Remissions Policy

Type: Statutory

Approved by: Governing Body

Date of Approval: Jan 2026

Review Date: Jan 2029

1. Introduction

This Charging and Remissions Policy has been drawn up in accordance with sections 449–462 of the Education Act 1996 and the Department for Education guidance 'Charging for school activities'. In particular that no child should have his/her access to the curriculum limited by charges. The policy sets out when charges may be made for school activities and the circumstances in which charges may be remitted. We recognise the valuable contribution that the wider range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

2. Policy Aims

The aims of this policy are to:

- Ensure compliance with statutory requirements
- Enable pupils to participate fully regardless of financial circumstances
- Clarify when charges or voluntary contributions may be requested
- Explain how remissions will be applied

3. Roles and Responsibilities

The Governing Body is responsible for approving and reviewing this policy. The Headteacher is responsible for implementing the policy consistently. Staff organising activities must ensure this policy is followed.



4. Education Provided During School Hours

No charge will be made for education provided during school hours, including materials, books, instruments, equipment, or activities that form part of the National Curriculum or statutory religious education.

5. Voluntary Contributions

Parents may be invited to make voluntary contributions towards the cost of educational visits or activities. Contributions are genuinely voluntary and no pupil will be excluded if a contribution is not made. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution but have given permission for their child to be included. We do not treat these children any differently from others. Where no permission has been received, the child will be catered for in school and work provided to cover the identified learning intentions.

Swimming – We ask for voluntary contributions towards the cost of pool hire coaching fees and travel for swimming.

6. Optional Extras

Tuition in the Playing of Musical Instruments

The Governing Body charge the cost of individual instrumental tuition provided through the Hertfordshire music service.

Residential visits

Where pupils participate in residential trips deemed to take place in school hours, the full costs of board, lodging and transport will be charged to parents or guardians.

Extra-Curricular Opportunities

The school offers a wide range of extra-curricular opportunities. Where an outside provider is used, the cost may be subsidised by the governing board. Participation in any optional extra-curricular activities will be on the basis of parental choice and the agreement of parents is therefore a necessary prerequisite. The charges may not exceed the cost of the provision of the optional extra.



After-School and Breakfast Clubs

The school may charge for after school, lunchtime or breakfast clubs. These activities are considered optional extras and are not part of the statutory curriculum.

Any charges made will be to cover the actual costs of providing the club, including staffing, resources and materials. Participation in clubs is entirely optional.

Where possible, the school will consider remissions or reduced charges for pupils in receipt of free school meals or where financial hardship is identified. No pupil will be excluded from a club on the basis of inability to pay without consideration of support.

Charging in Kind

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product. Charges may be made for activities outside school hours that are not part of the National Curriculum, including residential visits, board and lodging, music tuition, or materials for a finished product.

7. Damage or Loss of Property

Parents may be charged for the cost of repairing or replacing school property damaged through a child's actions.

8. Remissions

The Headteacher, in consultation with the chair of governors, will consider any application for full or partial remission charges. Such applications should normally be made on the grounds of parents' receipt of income support or family hardship. The pupils of parents who are unwilling to contribute will not be discriminated against.

9. Review

This policy will be reviewed by the Resources and Personnel Committee every 3 years and is monitored by the governing body.