



Pensilva Primary School

Charging and Remission Policy

Date of Adoption	
Review Date	Autumn 2026

Chronology

Date	Action
23/05/22	Policy ratified by full governing body
04/05/23	Policy reviewed by MD (headteacher)
24/05/23	Approved by Full Governing Board
July '24	Policy review deferred while wraparound care funding is sought.
04/10/24	Policy reviewed by headteacher.
23/10/24	Adopted by governing body
July 2025	Reviewed in line with changes to wraparound provision
Sept 25	Adopted by governing body

Signed:

Introduction

Pensilva Primary School believes that all children should have access to a wide range of curricular and extra-curricular activities. As such the school aims to provide a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

The purpose of the policy is to ensure there is a clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy sets out:

- the school's processes in place for charging and remissions
- the types of activity that can be charged for and when charges will and will not be made

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.

Definition

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- School day: 0850 until 1520.

Policy Statement

During the school day, all activities that are a necessary part of the National Curriculum plus religious education, will be provided free of charge. This includes any materials and equipment. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Calculating charges

When charges are levied for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship may come through voluntary contributions and fundraising.

The principal of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

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. This remissions policy sets out the circumstances in which charges will be waived.

Criteria for qualification for remission are given below:

- Families qualifying for Free School meals
- Parents in receipt of Universal Credit

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head teacher. The final decision with regard to assistance payments lies with the Head teacher.

Activities during the school day

Voluntary contributions may be sought for activities during the school day which entail additional costs, for examples field trips and in-school workshops. However, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Optional activities outside of the school day

We may charge for optional, extra activities outside of the school day, for example after-school sports clubs or theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge, we will notify parents in advance. Where specific funding has been received to support particular activities, we will subsidise the charge to the extent permitted by the funding. After-school activity clubs, for example dance and football, will be charged on a half-termly rather than a week by week basis.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside it there may be a charge, if the school incurs costs in providing that activity. Parents will be informed how a charge is calculated.

Residential visits

Charges will be made for board and lodging. Other charges will be made to cover costs of activities. Parents will be informed how the charge is calculated. In cases where a deposit is requested to secure a place, this is non-refundable.

In case of hardship, a charge may be made for board and lodging and support will be given for the cost of activities.

Music Tuition

In the case of individual tuition provided by external agencies and peripatetic teachers, parents or carers are required to pay the fees as set out by the provider. Parents or carers are also responsible for any additional costs, such as instrument hire and examination fees.

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (in full or in part) for those pupils who they consider will benefit from such tuition.

Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Board may decide it is right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Breakfast and After Schools Clubs

Parents or carers should book sessions for Breakfast and After School Club using the online booking system. Bookings must be paid in advance, unless otherwise agreed with the school, for example using childcare vouchers to pay for wraparound care. The charges for the 2024-25 academic year are listed below:

- Breakfast Club - £5 per session
- After school club – £7 per session

In instances where children are not collected by 5.30pm, the school retains the right to pass on additional operational costs, including staff costs, to parents. This cost is £35 per hour.

Should payments not be received for wraparound care or if children are regularly collected after 5.30pm, the school has the ability to limit the family from using the wraparound facilities.

Responsibilities

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

The headteacher will ensure staff are familiar with and correctly apply the policy.

Monitoring Arrangements

This policy will be reviewed annually by the headteacher. Following any review, the policy will be approved by the full governing body.