EVERSLEY PRIMARY

SCHOOL POLICY

Charging and Remissions

Implemented: 22nd September 2026

Date for review: Spring 2027

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. This policy is in line with the Department for Education's advice and complies with the law on charging for school activities.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Body will not charge for:

- Admissions
- Education provided during school hours (including materials, books, instruments or other equipment)
- Education provided outside school hours that is part of the National Curriculum or Religious Education
- Instrumental or vocal tuition unless the tuition is at the request of the pupil's parent

The Governing Body reserves the right to charge for:

- Materials, books, instruments, where the child's parent wishes him/her to own them
- Optional Extras
- Music and vocal tuition in specific circumstances
- Community facilities

Materials

The Governing Body may make charges for the cost of materials, ingredients, equipment (or the provision of them by parents) where the child's parent wishes him/her to own them or to own the finished product. For example; for lessons such as: Design Technology, Science, Art or Craft.

Optional Extras

The Governing Body may make charges for some activities that are 'optional extras'. These are:

- Education provided outside of school time that is not:
    - Part of the National Curriculum
    - Part of the Religious Education
- Transport (other than that provided to take a pupil to another school or premises to be provided with education)
- Board and lodging for a pupil on a residential visit

In calculating the cost of optional extras an amount may be included in relation to:

- Materials, books, instruments, or equipment provided in connection with the optional extra
- Buildings and accommodation
- Non-teaching staff
- Teaching staff engaged purely to provide optional extras
- Proportion of the costs for teaching staff employed to provide tuition, where the tuition is an optional extra

Transport

The Governing Body will not charge for transport provided in connection with:

- Transporting pupils to or from the school premises
- Taking a pupil to another school or premises to be provided with education
- An educational visit

Residential Visits

The Governing Body will not charge for:

- Educational visits taking place during school hours
- Educational visits taking place outside of school hours if it is part of the National Curriculum
- Supply teachers to cover for teachers accompanying pupils on a residential visit

Board and Lodgings

The Governing Body reserves the right to charge for:

- The board and lodging element of approved residential activities

Parents who can prove they are in receipt of the following benefits should contact the school to discuss exemption from paying the cost of board and lodging:

- Universal Credit (provided you have a net earned income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Governing Body reserves the right to charge for:

- Instrumental or vocal tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent

Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition. No charge will be made in respect of the pupil who is looked after by the Local Authority.

Participation in Optional Activities

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. The Governing Body will therefore seek parental agreement as a pre-requisite for the provision of an optional extra where charges will be made.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional activity, divided equally by the number of pupils participating. It will not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, a charge will only be made for the activity outside school hours if it is not part of the National Curriculum and not part of Religious Education.

Voluntary Contributions

The Governing Body reserves the right to ask for voluntary contributions for the benefit of the school or any school activities. There is no obligation for parents to make any contribution. Nothing in legislation prevents the Governing Body from asking for voluntary contributions. If an activity cannot be funded without voluntary contributions, the school will make this clear from the outset. If insufficient voluntary contributions are raised to fund a visit, or the school is unable to fund it from some other source, then it may be cancelled. If the activity goes ahead, but a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Families will be reminded about outstanding voluntary contributions through the school messaging service in order to help prevent the cancellation of activities and to provide children with a wide range of opportunities. If the likelihood of cancellation is high then the school may use a follow up telephone call to check that families have received messages.

Remissions

If a charge is to be made for a particular type of activity, parents will be informed how the charge is worked out and who might qualify for help with the cost.

The Governing Body may remit in full or in part the cost of chargeable activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher.