Charging and Remissions

Autumn 2026 – Autumn 2027

Reviewed by: Headteacher
Coordinator: School Business Manager
Date: Autumn 2026
Review Date: Autumn 2027

The Education Act 1996

In accordance with The Education Act 1996 the Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

When organising school trips, events or activities, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event or trip. If an event or trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. The cost of each trip/activity/event is always carefully considered and The Governing Body may ask parents for voluntary contributions towards the cost of:

- Any activity which takes place during school hours such as day trips and other non-curriculum activities such as a theatre workshop visit
- Some craft or cooking activities
- School equipment e.g. recorders, revision guides, technology materials
- School funds generally

The contribution must be voluntary. The school does not make any profit from the voluntary contributions for school trips or events.

Residential Trips

The Governing Body may charge parents for board and lodging costs for residential trips - this charge will not exceed the actual cost. However, the school cannot charge for the educational or travel elements and will therefore rely upon sufficient voluntary contributions for the trip to go ahead. Board and lodging costs may be partially or fully paid for pupils in receipt of the Pupil Premium funding. This must be discussed with and agreed by the Headteacher or School Business Manager in advance of the trip.

For full guidance on charging for residential trips please refer to the Department for Education website.

Refunds

Where any journey or visit makes a surplus of 5% or more of the contribution per head and is more than £5, it will be offered as a refund. The school may ask for parental permission to treat any surplus below this as a contribution to school funds.

If a child is unable to attend a day trip, swimming lesson, music lesson or activity due to sickness or other then no refund is payable.

If a child is unable to attend a residential trip due to sickness or other extenuating circumstance the deposit will not be refunded but the school may be able to make a claim under its offsite travel insurance policy for the balance.

Instrumental Music Lessons

All children study music as part of the National Curriculum. We do not charge for this. Instrumental and vocal tuition, which takes place during or after the school day, subject to the parent/carer requesting the tuition, is chargeable.

Instrumental and vocal tuition for Looked After Children is free. Children entitled to Free School Meals or for whom we receive Pupil Premium may be eligible for remission of fees.

Swimming

The school organises swimming lessons for Key Stage 2 children as required by the National Curriculum. These take place in school time. We ask parents to make a voluntary payment for these lessons to cover the cost of specialist tuition and transport. We inform parents when these lessons are to take place. No child is excluded from these lessons because of an inability to pay.

Breakages and Lost or Damaged Books

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to textbooks or library books, parents may be asked to pay a contribution to cover the whole or part of the cost or the replacement or repair.

Where a parent or carer is to be invoiced for damage to school property, they will be informed in writing on the day the damage occurs or is identified. This letter will explain the school's intention to charge for the cost of any necessary repairs or replacements.

An invoice detailing the cost of the repairs or replacement will then be sent within one calendar month of the initial letter. If it is not possible to issue the invoice within this timeframe, the parent or carer will be contacted in writing and informed of the reason for the delay and when they can expect to receive it. If parents and carers are not invoiced within three months then the case will be closed.

Governors reserve the right to go to the Small Claims Court to recover unpaid costs to the school.