



## Charging and Remissions Policy September 2025 Review September 2026

### 1.0 Introduction:

Northland Primary School prides itself on delivering a broad and balanced curriculum that is greatly enriched through a wide variety of experiences. Many enrichment activities take place in school and some away from it. Some activities take place before and after school and some are residential visits. Normal school hours can be found on the school website.

### 2.0 Aim:

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/guardians.

### 3.0 Responsibilities:

The governing body of the school are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents/guardians will be considered jointly by the Headteacher and governing body. Staff should reference this policy when planning any activities or trips and in correspondence to parents.

### 4.0 Rationale:

The governing body recognises the need to adhere to legislation. However, in order to offer the broadest opportunities for enriching learning experiences there are occasions when contributions may be requested. School governing bodies and local authorities cannot charge for:

- An admission to any maintained school;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.



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5.0 Charges:

5.1 Trips and Activities:

No charge can be made for admitting pupils to school, and education provided during school hours must be free. This includes materials, equipment and transport provided between school and an activity within school hours. Although schools cannot charge for schooltime activities, parents may still be invited to make voluntary contributions. All requests will make it clear that contributions will be voluntary, children of parents who do not contribute will not be treated any differently. It must be acknowledged that the School Fund used to support school visits and activities is limited and that some activities cannot be funded without voluntary contributions from parents.

Where insufficient voluntary contributions are raised to fund a trip or activity, and the shortfall cannot be made up, then the trip or activity will be cancelled.

Charges for after school clubs and activities are reviewed on a termly basis.

Occasionally the school may ask for a voluntary contribution towards the cost of materials for use in a practical lesson. Where a parent or carer is unable or unwilling to make a voluntary contribution, the child will be allowed to participate fully.

The school can make a charge for any materials or equipment used during an activity. Therefore, the school may make a charge for:

- Materials used in school activities or lessons if your child is expecting to take the finished product home.
- Cooking ingredients if your child wishes to take them home or consume them.

5.2 Residential Trips:

With regard to residential trips, an expression of interest will initially be sought in order to determine whether parents would like their child to go on the trip and whether they are willing to make the contribution. The responses to the expressions of interest will determine whether the visit will be able to go ahead. Once an expression of interest is received it will be expected that parents are willing to make the contribution required as well as the fee for board and lodging. Parents of children attending residential visits will be charged for board and lodging (the charge will not exceed the actual costs). Parents will then be asked for voluntary contributions towards any other costs e.g. visits while on the residential trip. Please note that the School Fund subsidises all staff costs as well as cover costs whilst staff are away supporting residential trips and these costs are not part of the final cost requirements from parents.

5.3 Trip Deadlines:

Regarding all trips, there will be a **hard deadline** for the letter of interest return slip, deposit and final payment which will be communicated to parents via the initial letter of interest and any subsequent letters. This is to ensure that an accurate cost for the trip can be calculated and communicated to parents at the earliest opportunity. Extension of the deadline may be done once and at the school's



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discretion: is not an expectation. Any late return slips or funds can be refused by the school and the child's place on the trip be cancelled.

### 5.4 Documents:

Photocopies of documents, reports and children's records requested by parents will be charged according to the price list as stated in the Data Protection policy.

Requests for the completion of passport documents or other forms signed by the Headteacher may also incur a fee.

### 6.0 Remissions:

No child should be excluded from an activity simply because their parents are unwilling or unable to pay.

If insufficient contributions are raised to fund a visit (from parents or other funding sources), then it will be cancelled. If an activity cannot be funded without voluntary contributions then this will be made clear to parents at the outset.

Parents who can prove that they are in receipt of the following benefits and receive Free School Meals will be exempt from paying 50% of the cost of trips, activities clubs and board and lodgings after the deposit has been paid:

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Support under part vi of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,040 (Financial Year 2009/10)

In exceptional circumstances in case of hardship and parents are not in receipt of the above benefits then the Headteacher in conjunction with a Charging Sub-Committee comprising of a minimum of three governors may consider providing financial assistance for the trip or activity. Assistance will be considered on a case by case basis and all applications will be treated in the strictest confidence.

### 7.0 Music Tuition:

Although the Law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, provided that the teaching is not an essential part of the National Curriculum.

### 8.0 Transport:



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Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or Local Authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at school;
- Transport provided in connection with an educational visit (this does not include residential).

A school can request a voluntary contribution from parents for transport costs but should make it clear that it is voluntary.

### 9.0 Optional Extras:

Charges in full may be requested for some activities that are known as "optional extras". The charge made cannot exceed the actual cost of providing the optional extra. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges in full. For these activities the remissions will not apply.

### 10.0 Calculation of Charges:

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. The charge will not include an element of subsidy for any other pupils wishing to participate, for staff who take part or for costs of alternate provision for pupils who do not wish to participate.

Insurance costs for every visit made during school time are met by the school.

### 11.0 Activities not organised by the Authority or School:

When an organisation acting independently of the Local Authority or school arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their child being absent, just as they would if they wanted to take their child out of school for a family holiday.

However, where an activity is organised by a third party which is approved by the school, is educational or is supervised by someone authorised by the school, then it is the view of the Department for Education that it should be treated as if

it was provided by the school, and no charge should be made to the parents or pupils. Such an activity, if it takes place outside the school premises, is regarded as an 'approved educational activity.'

### 12.0 Education Outside of School Hours:



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Parents can only be charged for activities that happen outside of normal hours when these activities:

- a. are not a necessary part of the National Curriculum;
- b. are not part of a syllabus for a prescribed public examination that the pupil is being prepared for at school.

13.0 School Equipment

Parents will be asked to pay the replacement cost of library or school reading books that are lost not returned to school when requested or are returned in a damaged state which it cannot be repaired.

Damage to school property:

If a child wilfully damages or destroys school property, including premises, furniture, equipment, materials or any part of the fabric of the building, the school reserves the right to charge parents with the cost of repair, replacement or restoration. The Headteacher, in consultation with the Chair of the Governing Body will make the decision. In some circumstances the school's insurers may be entitled to make this decision.

14.0 Voluntary Contributions

This policy does not include provision to ask for a voluntary contribution per child per term to the school fund. If parents, carers or businesses wish to donate towards school activities, these will be gratefully accepted.

Occasionally, the school may ask parents to help with the preparation of a school performance by asking them to provide a costume or props.

Non-uniform Days:

Sometimes the school may let the children attend school in their own choice of clothes. This is usually to support a charity. We ask for a voluntary donation of money or an item that may be sold.