



Charging and Remissions Policy

DATE OF POLICY: December 2025

REVIEWED: December 2025

DATE OF NEXT REVIEW: December 2026

Summerswood Primary School

Charging and Remissions Policy

The Governing Body may not charge for anything unless they have drawn up a policy on charging.

No charge can be made for admitting pupils to maintained, community 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.

The Headteacher will ensure that the following applies during the school day:

Voluntary Contributions

Parents will be asked for a voluntary contribution towards the cost of:

- any activity which takes place during school hours, such as leaders of workshops, bought in to enhance the learning beyond the remit of the National Curriculum, visiting authors, artists, sports coaches or other providers of opportunities above and beyond what would be expected in a normal school day.
- school equipment;
- school funds generally, for example fundraising activities such as cake sales.

No pupil will be prevented from participating because his/her parents are unable or unwilling to make a contribution.

However, it will be made clear to parents that these activities are additional and as such will not continue if sufficient voluntary contributions are not forthcoming. This may also impact upon the number of enrichment activities made available in future months, as many Book Weeks and School journeys are planned at least 6 months ahead.

Residential Trips

Charges will be made for board and lodging during residential trips even if they occur mainly during school time. The cost will not exceed the actual cost of the provision.

When the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement, also be entitled to remission for the board and lodging:

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**

- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than **£16,190** a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than **£7,400** after tax and not including any benefits you get).

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity.

For school journeys taking place in a school week, voluntary contributions will be sought to make the project viable.

In such cases parents will be told how the charges were calculated.

As with other additional activities within the school day, it will be made clear to parents that these activities are additional and as such will not continue if sufficient voluntary contributions are not forthcoming.

Instrumental Music Lessons

Charges will be made for instrumental music lessons, provided by Hertfordshire music services, undertaken in school hours for up to and including four pupils.

Public Examinations

This is not relevant to Summerswood Primary School at present.

No charge will be made for entering pupils for public examinations that are set out in Regulations. However, an examination fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at school;
- the examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LA originally paid or agreed to pay the entry fee.

Charges will not be made for any cost associated with preparing a pupil for an examination. However, charges will be made for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

Minibus

This is not relevant to Summerswood Primary School at present.

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus and only where a permit has been issued under Section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service will not make a profit for the school.

Calculating charges

When charges are made for any activity, whether during or outside of 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. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are as stated above. There may also be discretionary support for families who have had change of circumstance, or those who have two or more siblings involved in the school event or journey. This will be decided by the Head.

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

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Signed:
Chair of Governors:

Date:

Signed:
Headteacher

Date:

Date of Review: Dec 2026