



Parkside Primary School

Charging & Remissions Policy

Reviewed December 2025

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

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.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

The governors, in consultation with the Headteacher, are responsible for the implementation of this charging and remissions policy and the determination of any individual cases arising from the implementation of this policy (eg one-off remissions for specific activities not covered by section 10 of this policy).

4.1 The governing body

The governing body 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 body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Personnel committee.

4.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or LA 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 the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision¹
- Community facilities²
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

¹ Broadly speaking, charges relating to 'additional hours' beyond any 'free' government funded entitlement.

² For example, hiring our parts of the school to local sports clubs, drama clubs or other community groups.

- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing body has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit³
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum

³ Board and lodging cannot be charged to children whose parents/carers receive certain government benefits/tax credits. The applicable benefits/tax credits are the same as those giving eligibility for free school meals (if the current 'all children' funding by the Mayor of London did not exist).

- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge³ for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include (but are not limited to):

- School trips
- School workshops/pantomimes

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds from voluntary contributions for an activity or visit then it will be cancelled (unless the school is able to fund it from some other source eg fundraising).

8. Activities we charge for

The school will charge⁴ for the following activities:

- Additional instrumental music tuition during school hours where the tuition is in addition to the National Curriculum. (Private Teacher)
- Residential visits⁵ requiring pupils to spend one or more nights away from home. Parents/carers will only be charged the actual costs.
- Breakfast club (childcare)
- After school club (childcare) – including charges for late collection
- After school activities organised by independent bodies⁶
- Activity groups held after school – fun and educational clubs:
 - The school will usually make a nominal charge of £2.00 per child per session to cover the costs of resources.

⁴ Based on the criteria and methodologies outlined in section 6 of this policy.

⁵ A residential visit is treated as an 'optional extra' if the trip is considered to be mostly outside of school hours according to DfE guidance (<https://www.gov.uk/government/publications/charging-for-school-activities>).

⁶ eg Kids with Bricks (Lego club), Yoga

- For clubs with more costly resources, the charge will be higher (eg the cost of cooking club for this year is £3.00 per child per session).
- Photocopying, printing and postage in relation to any requests under the Freedom of Information Act⁷.

For regular activities, the charges for each activity will be determined by the governing body and reviewed each year. Parents/carers will usually be informed of the charges for the coming academic year in June/July.

The governing body expects that the charges will remain the same during each academic year, but this policy is not intended to preclude mid-year adjustments if necessary.

School meals in the school are currently provided free of charge due to the London Mayor providing funding for them. If this (or any similar funding) was removed the school would charge for school meals.

9. Refunds

If a pupil is absent due to illness (or any other reason) and does not attend a school trip or residential visit any committed costs (eg transport/entrance costs) will not be refunded.

However, where possible, the school will look to recover costs related to that activity through any trip insurance (if applicable) or otherwise and, if successful, will then refund the parent/carer.

For any school trip or residential visit cancelled by the school, parental contributions already received will be refunded, less any initial deposits withheld by any relevant third parties (eg the venue or travel company).

If a pupil is absent due to illness (or any other reason) and does not attend the following activities no refund applies⁸:

- Additional instrumental music tuition during school hours where the tuition is in addition to the National Curriculum. (Private Teacher)
- Breakfast club (childcare)
- After school club (childcare)
- After school activities organised by independent bodies
- Activity groups held after school – fun and educational clubs

⁷ The Act does not allow you to charge a flat fee for any request made, but one can recover communication costs, such as for photocopying, printing and postage. You cannot normally charge for any other costs, such as for staff time spent searching for information, unless other relevant legislation authorises this. Further information on charges in the school's Freedom of Information publication scheme.

⁸ For the breakfast club and after school club parents/carers complete a request form before the start of each academic year outlining the days of the week they would like and (subject to there being sufficient capacity to meet their needs) these are fixed for the whole academic year. However, the terms and conditions for these clubs do allow parents/carers to alter/cease their allocation (with sufficient notice). Further details can be found in the terms and conditions for these clubs.

If the school cancels any of the above activities, any charges already received will be either held to cover the cost of future activities for the same pupil - or refunded if pupils have no future sessions.

Where the activity is arranged by the school, but organised by an independent body, who have cancelled the activity, the school will endeavour to obtain refunds to pass onto the parents/carers.

For any cancelled activities booked directly with an independent body, but using school facilities, parents/carers should contact the independent body rather than the school.

10. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question (unless otherwise required by law – eg subsection 10.1) as described in the subsections below.

Any remissions will be considered based on the availability of funds and the objectives of granting the remissions.

10.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits⁹ will be exempt from paying the cost of board and lodging for residential visits:

- 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
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

⁹ The benefits listed may be updated from time to time. The latest version should be available at the following link <https://www.gov.uk/apply-free-school-meals>.

10.2 Remissions for certain groups of pupils

In so far as it is administratively feasible, the governing body will remit charges as follows:

Group	Charges remitted for these activities
Children of staff members who are also pupils at the school	• Breakfast club (childcare) • After school club (childcare) (charges for late collection will still apply)

These blanket remissions are a discretion from the governing body and will be reviewed on an annual basis.

10.3 Case-by-case remissions

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made.

When arranging a chargeable activity, the governing body will invite parents/carers to apply, in confidence, for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher and Chair of Governors.

The Headteacher and/or governing body may also decide not to levy charges in respect of a particular activity (for all participating pupils) if it feels it is reasonable in the circumstances.

11. Operational guidelines for charges and contributions

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will aim to adhere to the following guidelines:

- Give as much notice as possible of all visits/activities
- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents/carers can plan ahead
- We have established a system for parents/carers to pay in instalments for some activities
- When an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will, where possible, look to avoid that method of selection.

- Letters detailing class visits and excursions will make explicit reference to contributions being voluntary
- No child or family will be discriminated against or made to feel self-conscious about making no payment or part payment towards school visits and excursions
- Costs of visits and excursions will be kept to a minimum to be affordable to families
- In the event of a visit costing considerably more the school will (in so far as other sources of funds allow) look to subsidise costs and arrange fundraising to ensure all costs are affordable

Unlike the requirements of sections 5 and 6, the guidelines in this section do not all have a strict legal basis and so while the school will look to adhere to these guidelines, there is not always a strict legal requirement to do so. The governing body recognises that the guidelines are aspirational in nature and may not be achieved in all cases.

12. Damage/Loss to Property

A charge will be levied in respect of wilful damage¹⁰, neglect or loss of school property (including premises, furniture, equipment, books or materials) or that belonging to a third party¹¹ (where the cost has been recharged to the school).

The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

This would include, but is not limited to, the loss or damage of reading books taken home by pupils.

13. ParentPay and Childcare vouchers

The school uses a cashless payment scheme for the vast majority of charges made. This incurs a processing charge which is met by the school.

We accept childcare vouchers for the following activities:

- Breakfast club (childcare)
- After school club (childcare)

¹⁰ Wilful damage interpreted here to mean “purposely/deliberately damaged” - supported by evidence and determined by the Headteacher.

¹¹ Third party could include another child, teacher, parent or property of a neighbour of the school.

14. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Finance and Personnel committee and ratified by the full governing body.