



# SEND CHURCH OF ENGLAND PRIMARY SCHOOL

## CHARGING & REMISSIONS POLICY

**Agreed: Spring 2026**

**Review: Spring 2027**

**Annual  
Statutory**

### 1. Aims

**Send Church of England Primary 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 while 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* (May 2018) and the *Education Act 1996* (Sections 449 to 462), which sets 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 governing body** The governing body has overall responsibility for approving the Charging and remissions policy.
- **The headteacher** The headteacher is responsible for ensuring staff are familiar with the Charging and remissions policy and that it is applied consistently.
- **Parents / Carers** Are expected to notify the headteacher or school business manager of any concerns or queries regarding the policy.

### 5. Where charges cannot be made

The school **cannot** charge for:

#### 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.

## 5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- 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 or Religious Education.

## 6. Where charges can be made

The school **can** charge for the following:

### Education and materials

- **Ingredients and materials:** The school may charge for ingredients (e.g., for cooking) or materials (e.g., for Design & Technology) where the parent has indicated in advance that they wish to own the finished product.
- **Music tuition:** 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.
- **Community facilities:** Use of community facilities.

### Optional extras

We are able to charge for activities known as 'optional extras'. These are provided outside of school time and are **not** part of the National Curriculum, Religious Education, or exam preparation. Charges may be made for:

- **Extended day services** (e.g., breakfast clubs, after-school clubs and supervised homework sessions).
- **Transport** (other than that required to take the pupil to school for statutory education).
- **Board and lodging** for a pupil on a residential visit.

Note: 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.

## 7. Voluntary contributions

As an exception to the requirements set out in Section 5, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible (e.g., school trips, sports events).

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

- However, if the school is unable to raise enough funds for an activity or visit, it may be cancelled.

## 8. Activities charged for

The school will charge for the following activities:

1. **Breakfast and After-School Clubs**
2. **Extra-Curricular Clubs:** School-led sports or creative clubs. (External providers will charge parents directly).
3. **School meals:**
  - Meals are chargeable for pupils in **Years 3-6** (unless the pupil is entitled to Free School Meals).
  - Arrears for school meals are managed in strict accordance with the school's separate **School Meal Payments Procedure**.
  - Failure to settle school meal debts may result in the withdrawal of the service.

Charges for these activities will be determined each academic year, with information provided to parents in a timely manner.

## 9. Remissions

In some circumstances, the school may not charge for items or activities set out in Sections 6 and 8.

**Statutory remissions (residential visits)** Parents who can prove they are in receipt of any of the following benefits 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 are 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 applied for on or after 1 April 2018, the household income must be less than £7,400 a year, as assessed by the Local Authority).

## Discretionary remissions (other activities)

The governing body may remit charges in full or in part for other chargeable activities (e.g., trips, clubs, music tuition) for parents experiencing financial hardship or for those eligible for Pupil Premium.

- Requests for discretionary remission should be made in confidence to the headteacher or child & family support worker.
- Requests are granted at the discretion of the governing body/headteacher and are subject to the availability of funds.

## **10. Monitoring arrangements**

The school business manager will monitor compliance and update this policy accordingly.  
The governing body will approve the policy following every review.

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