Teversham Church of England Primary School

Charging and Remissions Policy

STATUTORY

DATE ADOPTED: 10 February 2026
REVIEW: February 2027

This policy explains what the school can and cannot charge for, when we ask for voluntary contributions, and what support is available for families who may find it difficult to pay. Our aim is that no child misses out on educational opportunities because of cost.

Definitions:-

Charging: Parents make an obligatory payment for their child to take part in an activity.

Remission: The circumstances under which charges may be waived.

Voluntary contribution: Parents are requested to make a payment but are not obliged to do so.

1. The staff and governors of Teversham CofE Primary School believe that children benefit from experiencing education in a wide number of forms. To achieve this, the school may arrange for pupils to make visits out of school or to invite visitors to give presentations. In addition, some curriculum activities may involve specific and additional expense to the school.

2. 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 we will try to adhere to the following guidelines:
    - Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
    - Parents will be able to pay for trips in instalments.
    - When an opportunity for a trip arises at short notice it will 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 avoid that method of selection.

3. This policy sets out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested.

4. In summary, the school:

    - may not charge for any activities which take place in school time, apart from instrumental tuition in circumstances which are described below (para. 10);

    - may charge for activities that are provided wholly or mainly outside school hours, as long as these are optional activities; and may charge for board and lodgings on residential courses; and

    - may invite parents/carers to make voluntary contributions towards any part of the school’s work; and

    - Will not make charges that exceed the actual costs of any activity.

CHARGING

5. The criteria for deciding whether an activity takes place outside school hours are set out in Annex 1.

6. **Residential trips.** A charge will be made (not to exceed the actual costs) for board and lodging on residential visits whether inside or outside school hours. Board and lodgings are deemed to include all elements of food and accommodation. Parents in receipt of certain benefits are exempt from charge for this aspect of the visit.

7. **Activities** wholly or mainly outside school hours (optional extras) may be charged to meet the costs for: travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs.

8. A charge may be made for **extra-curricular activities and school clubs**.

9. Where pupils, parents or contractors **cause damage** to school property or the fabric of the building, they may be required to pay the full cost of replacement or repair (including labour costs).

10. **Instrumental music lessons.** A charge may be made for instrumental music tuition provided either to individuals or to a group of any size unless the tuition forms part of the syllabus for a prescribed public examination or is part of the National Curriculum or the syllabus for religious education. No charge may be made in respect of a pupil who is looked after by a local authority. Pupils eligible for Pupil Premium funding may be able to access lessons at reduced or no cost.

Parents' **voluntary** contributions will be requested to cover the costs of day and residential trips.

REMISSIONS

11. Families who are in receipt of benefits listed below, or who are experiencing exceptional circumstances which make it difficult for them to meet the full cost, may apply, in confidence, for financial support. This request should be made to the Headteacher. All parents will be informed of this procedure. Unfortunately, should insufficient voluntary contributions be forthcoming for a visit, the visit may have to be cancelled.

12. The benefits are:

    - 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 State Pension Credit;
    - Child Tax Credit, provided Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the allowance for the current tax year;
    - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
    - Universal Credit in prescribed circumstances;
    - NB These are the support payments that trigger eligibility for Free School Meals but not Universal Free School Meals which all children in Foundation and Key Stage One can claim as a matter of course.

The school will inform parents in receipt of the above benefits of the support available to them.

The determination on a remission of charges is made on the basis of whether the family is eligible for support at the time the child is engaged on the activity.

13. The school is very keen that all pupils take part in activities arranged for them. It takes the view that, in addition to the required remissions, financial support can be arranged where genuine hardship occurs. On residential visits, the Headteacher will consult with parents who request support and, in confidence, agree the level of payment by the parent and the level of funding by the school from other sources. For example, children in receipt of pupil premium funding may be eligible for up to 50% remission.

14. Free places for Breakfast Club and After School Club may be offered for reasons that address barriers to learning for the children, at the Headteacher's discretion.

VOLUNTARY CONTRIBUTIONS

15. The school may ask for a voluntary contribution towards the cost of:
    - any activity that takes place during school hours;
    - school equipment; and
    - school funds generally.

    It must be clear that parents are under no obligation to pay and children of parents unable or unwilling to contribute will not be discriminated against as a result. No pupil will be excluded from the activity or treated differently because they do not make a contribution. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, it will be cancelled. Parents will not subsidise those who do not make a contribution. Charges will not exceed the actual costs of the activity.

16. No child shall be prevented from taking part in the making of articles, and in most cases the school will meet the cost of material and production costs. However, in some instances where the activity results in a finished article, the child may take ownership of the finished article if a payment is made which the teacher calculates is equal to the cost of the raw materials and the process involved. Where no payment is made the school may decide to retain ownership.

17. It is the policy of the school that parents will be informed in advance of requests for contributions, outlining the level of contribution requested and the nature of the activity. Where the amount of voluntary contribution will be significant, a preliminary letter will be sent ascertaining support for the visit before a firm booking is made. The school will advise parents if the visit cannot take place because parents are reluctant to support it.

    In certain circumstances, if trips are deemed to be educationally essential, at the Headteacher's discretion, the school will make up any shortfall in parental contributions.

18. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. The amount requested is based upon a scale set out in The Education Act 1996 which assumes an equal and fair contribution from all the children. Where there are charges for accompanying adults, this will be included in the amount of contribution requested.

Adopted: 10 February 2026 Date of next review: February 2027

After approval by the Governing Body this policy will be electronically signed by Rev. Nick Moir, Chair of Governors

ANNEX 1

The Education Act 1988 prescribes the basis for determining whether the activity is deemed to take place in or out of school hours.

Non-Residential Activities

- If 50% or more of the period spent on the activity occurs during school hours then the activity is deemed to take place in school time.
- Where less than 50% of the period spent on the activity falls during school time, then the activity is deemed to take place outside school hours and may therefore be considered an 'optional extra'.
- Travel time can be counted only if the travel occurs during school hours.
- School hours do not include the mid-day break.

Example 1
A long distance excursion might involve some hours of travel before and after the school day, but the time spent at the destination could fall mainly within normal school hours. For the purposes of charging legislation, this would be classified as an activity taking place in school time.

No charge can be made, but a voluntary contribution can be requested.

Example 2
An excursion which requires pupils to leave school earlier than usual in the afternoon but involves them in an activity which does not end until late in the evening would be less than 50% in school time and therefore would be considered to have taken place out of school hours.

A charge can be made subject to the activity not being a necessary part of the school curriculum, not part of the syllabus for a prescribed public examination for which the child is being prepared at the school and not part of the school's basic curriculum for religious education.

Residential Activities

Calculations are based upon the number of half-days taken up by the activity, including travel, relative to the number of school sessions that the participant would have attended if the activity had not taken place.

- A school day is divided into 2 sessions.
- A half-day means any period of 12 hours ending at noon or midnight.
- Where 6 or more hours of the half-day are spent on the visit then the whole half-day counts.
- Where half or more of the school session is spent on the visit, then all of the session counts.

If the number of school sessions missed by the participant is less than 50% of the number of half-days taken up by the activity, then the visit is deemed to have taken place outside school hours.

If the number of school sessions is 50% or more of the number of half-days, then the visit is deemed to take place during school hours.

Example 3
A trip in term time from noon on Wednesday to 9pm on Sunday would last for 9 half days.

This would be:
(i) 5 half days which include school session; and
(ii) 4 half days which do not include school session.

This would count as an activity taking place in school time.

For a school trip taking place in school time, no charge may be made for:
(i) the education provided; or
(ii) the cost of travel.

Example 4
A school trip in term time from noon on Thursday to 9pm on Sunday would count as 7 half days.

This would be:
(i) 3 half days which include school sessions; and
(ii) 4 half days which do not include school sessions.

This trip would be classified as taking place outside school time.