



Charging and Remissions Policy for School Activities

November 2025

Review by November 2026

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Statement of intent

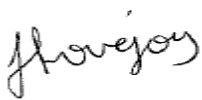

Abbots Farm Infant School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and optional extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours
- To make school activities accessible to all pupils regardless of family income
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions
- To encourage and promote external activities which give added value to the curriculum

Signed by:

	Headteacher	Date: 25/11/25
	Chair of governors	Date: 25/11/25

1. Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- Freedom of Information Act 2000
- DfE 'Charging for school activities'
- DfE 'Maintained schools governance guide'
- DfE 'What maintained schools must or should publish online'

This policy operates in conjunction with the following policies:

- Complaints Policy and Procedure
- Data Protection Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Pupil Premium Policy

2. Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable

3. Roles and responsibilities

The governing body will be responsible for:

- Reviewing and updating this policy.
- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.

- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The School Business Manager will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

4. Charging for education

We will not charge parents for:

- 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, or part of religious education
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents

We may charge parents for the following:

- Materials, books, instruments or equipment where they desire their child to own them
- Optional extras
- Music tuition (when provided by an external provider)
- Certain early years provision
- Use of community facilities
- Provision of information within the scope of the school's Freedom of Information Policy and Freedom of Information Publication Scheme.

5. Optional extras

We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum
 - Religious education
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of venue hire
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- The cost, or an appropriate proportion of the costs, for administration staff to reflect time when setting up contracts/bookings, etc.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

If a charge is to be made for a particular activity parents will be informed of how the charge will be calculated.

6. Voluntary contributions

We may ask for voluntary contributions towards school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. However, if insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions and that the annual total of voluntary contributions per pupil for visits does not exceed £30.

7. Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

No charge for music tuition will be made in respect of pupils who are Children in Care or pupil premium.

8. Extra-Curricular Activities

For extra-curricular activities that are run by external providers, these providers will set and collect their own charges. The school office will send out information leaflets from nominated external providers to allow parents to sign their children up.

Extra-curricular activities can refer to before and/or after school clubs such as language clubs, sports clubs, cooking clubs, etc. It may also refer to holiday clubs run by nominated providers, during periods of school holidays. This does not include our wrap around care (Bug Club).

Extra-curricular activities that are run by staff may incur a charge.

9. Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated

10. Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below.

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

11. Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. There is an expectation that parents will be charged for lost books. Parents will only be charged the replacement cost to purchase the same or equivalent item.

12. Remissions

We have set aside a small amount of our Pupil Premium fund to enable families in financial difficulty to send their children on visits/activities, for school uniform provision, and for music tuition. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the **Headteacher** by email on: **head2410@welearn365.com**

13. School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing body on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a parent cancels a pupil's place on a trip, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher will consult the governing body on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher will consult the governing body on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will discuss options with the governing body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will discuss options with the governing body, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account. Excess expenditure will be subsidised by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the school's Complaints Policy and Procedures.

14. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

15. Monitoring and review

This policy will be reviewed at **least annually** by the Headteacher, School Business Manager and Governing Body. The next scheduled review date for this policy is **November 2026**.

All changes to this policy will be communicated to all relevant stakeholders.