

Tunstall CofE Primary School



Charging and Remissions Policy

Tunstall CEP Vision

'Thinking deeply, loving abundantly, serving graciously, for the Glory of God'

'We believe that God's abundance is for everyone, nurturing a servant heart for the local community of Tunstall and beyond. Learning opportunities are broad, inclusive and inspiring where creativity is nurtured and harnessed at every opportunity through our unique, Discovery Curriculum. Children and staff are safe, secure and empowered to be risk takers. We are a culturally diverse school who value each other's uniqueness with dignity and respect. We think deeply, love abundantly and serve graciously for the Glory of God and thus uphold our biblical underpinning of John 10:10 being: 'A place where everyone can flourish'.

Date: January 2026

Review Date: January 2027

**FRIENDSHIP, KINDNESS, SERVICE, FORGIVENESS, PERSEVERANCE,
TRUTHFULNESS**

POLICY FOR CHARGING (SCHOOL JOURNEYS & TRIPS) AND REMISSION

All visits, journeys and trips must be conducted in accordance with the requirements of the Local Authority's regulations and guidelines "Management and Leadership of Offsite Work".

Rationale

The governing body recognises the principle of free education and that schools may not charge for education provided during school hours, in accordance with Sections 449–462 of the Education Act 1996. However, the law permits schools to make charges for certain activities and to request voluntary contributions, provided these arrangements comply with statutory requirements. This policy is informed by the Department for Education's statutory guidance *Charging for school activities*, which sets out what schools may and may not charge for, including optional extras and residential visits. In line with this guidance, the governing body is required to determine and publish a charging and remissions policy, including circumstances where charges may be remitted, to ensure fairness, transparency and equality of access so that no pupil is excluded from educational opportunities due to financial hardship.

Aims

The aims of the charging policy are to:

- Maintain the right to free school education
- Enable all pupils to take full advantage of the activities provided by the school

Objectives

The objectives of the charging policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parent/carer's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the operation of this charging policy are clearly and appropriately allocated

Policy Statement for activities during school hours

It is the policy of the governing body:

- To levy a charge for ingredients or materials in practical subjects if the parents indicate that they wish to keep the finished product
- To levy a charge for the board, lodging and transport elements of a residential activity or day trip. Governors may remit such charges to parents in financial difficulty where the learning opportunity provided on the trip is education in respect of which no charge may be made

For activities outside school hours

- To levy a charge for all activities provided outside school with the following exception
- No charge will be made if the activity is an essential part of the basic curriculum

For all activities

There may be occasions when parents are asked for a voluntary contribution in order for a planned educational experience to take place. In these circumstances the school may request a voluntary contribution and, with sufficient financial support, the event may go ahead.

Remission

It is the policy of the governing body:

- To delegate to the Headteacher the determination of any individual case arising from the implementation of the policy

Resources

The governing body will agree an amount within the budget to support this policy.

Responsibilities

Authority for the day-to-day management of the budget will be devolved to the Headteacher who will determine the proportion of costs of an activity which should be charged to school funds.

Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Leadership Team for consideration and approval.

Monitoring & evaluation

The Headteacher has the responsibility for monitoring and evaluating the implementation of the policy.

The governing body will be provided with a financial report as part of the normal budget reporting cycle. Every three years the implementation of the policy will be evaluated and the views sought of parents, pupils, teachers and governors.

Outside school hours

Charges may be made for 'optional extras' defined as falling wholly or mainly outside of school hours provided that the activities are not:

- To fulfil any requirements specified in the syllabus for a prescribed public examination
- Specifically to fulfil statutory duties relating to the National Curriculum
- Specifically to fulfil statutory duties relating to religious education.

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

The charges may include an element for:

- a pupil's travel costs
- a pupil's board and lodging costs
- materials, books, instruments and other equipment
- support staff costs
- entrance fees

- insurance costs
- the engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging.

Charges for individual pupils may not:

- exceed the actual cost of providing the optional extra activity divided by the number of pupils participating
- include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay

The Governing Body would encourage parents to pro-actively approach the school to discuss any concerns regarding financial contribution with the Headteacher as required.

Voluntary contributions

The school may seek from parents voluntary contributions for the benefit of the pupils for any activities to include the costs of accompanying staff, but:

- Such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- Pupils will not be treated differently according to whether or not parents have made a contribution
- Parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it

There is no limit on the level of voluntary contributions sought.

The statutory minimum remissions policy must provide for complete remission of board and lodging charges to pupils whose parents receive income support or universal credit.

The remissions policy must be kept under review by the governing body or Local Authority by whom it was determined.