BUCKLESHAM PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

DATE: - **September 2026**

CHAIR OF GOVERNORS: - **Charlotte Gammons**

CHAIR OF COMMITTEE: - **Simon Powell**

MINUTED: - **15/10/26**

DATE OF REVIEW: - **Sept 2028……**

SCHOOL CHARGES AND REMISSIONS

Scope and statutory basis

This policy has been prepared in line with the Education Act 1996, the School Admissions Code, the Department for Education guidance on Charging for School Activities, and subsequent statutory guidance. It applies to all activities organised by Bucklesham Primary School and clarifies when charges may be made, when voluntary contributions will be requested, and when remission of charges will apply.

Responsibility

The Governing Body is responsible for this policy. The Headteacher is responsible for its implementation and for decisions on remission (in consultation with the Chair of Governors for amounts over £500). Any charges levied will be approved by the Governing Body and recorded in the school's records. The school office will maintain clear records of contributions, charges, remissions and refusals.

General

1. The Authority recognises the valuable contribution which a wide range of activities, including educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.

2. The Authority aims to encourage and promote such activities within a general policy framework which offers maximum flexibility to Governing Bodies, and headteachers and their staff, to provide opportunities appropriate to the needs of their pupils and to local circumstances.

Charges

3. The Authority reserves the right to make a charge for the following activities organised by the Education Department:

   (i) those organised for pupils outside of school hours or otherwise deemed to be an optional extra as defined in the Education Reform Act. 'Optional extra' means an activity which is not required as part of the National Curriculum, a syllabus for prescribed public examinations, or statutory religious education.;

   (ii) those involving a board and lodging element and deemed to be within school hours 'In school hours' follows the DfE definition: the normal school day and any activity which takes place wholly or mainly during those hours. Charges for board and lodgings for residential activities may be applied where the residential takes place during school hours except where remitted as described below;

   (iii) Instrumental tuition — the school may charge for teaching of an individual child or small group where tuition is provided at the request of the parent and is not part of the National Curriculum

or a prescribed public examination. Where possible, bursaries or subsidised lessons may be offered to children eligible for remissions to ensure equitable access;

(iv) those involving the purchase or hire of instruments, materials, equipment and clothing (or the provision of them by pupils or parents) in cases where it has discretion so to do. Materials and equipment — where a parent wishes their child to keep a finished product (e.g., textiles, cookery), the school may make a charge for materials. Parents will be informed of any such charges in advance. Where the school chooses to provide materials for no charge for pupils eligible for remissions, this will be made clear.

4. Exam entries — the school will not charge for exam entries for qualifications for which a child has been prepared by the school. If a child is entered for an exam that the school has not prepared them for and the parent has previously agreed to the entry, the cost may be passed to the parent. If a pupil fails, without good reason, to complete the requirements of an examination for which the school has paid an entry fee, the school may seek to recover the fee from the parent

5. The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

6. Where the Governing Body of a school makes a charge in respect of an activity provided by the school for which provision is included in the school's budget share, the Authority will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.

7. Nothing in this policy statement precludes the Authority from inviting parents to make voluntary contributions towards the cost of providing education for pupils.

8. Voluntary contributions — The school may invite voluntary contributions for activities which enrich the curriculum (for example trips, theatre visits, workshops). Requests for contributions will make clear: the nature of the activity, the contribution requested per child, the voluntary nature of the contribution, and the procedure if insufficient contributions are received (i.e. activity may be cancelled). No child will be excluded from an activity because their parent cannot pay; however, if insufficient voluntary funds are raised and the activity cannot be run, places may be withdrawn. The school will offer parents the opportunity to discuss hardship and remission (confidentially) in all such cases.

Remissions

9. a) Full remission — for families meeting the eligible benefits criteria (listed below), Tthe school will fully remit charges for activities on a case-by-case basis where hardship is evidenced. The school will offer half remission of charges for board and lodging for residential activities, which form part of the curriculum or take place in school hours.
b) Eligibility criteria — families who are eligible for remission include those in receipt of: Income Support; Income-based Job Seeker's Allowance; Universal Credit (when net take-home pay is below the prevailing DfE threshold for free school meals eligibility); Child Tax Credit without Working Tax Credit and with annual income below the relevant threshold; support under Part VI of the Immigration and Asylum Act 1999; and other means-tested benefits. The school will also use the DfE/LA criteria for Free School Meal eligibility as the default guide for remission.
c) Application process — Parents/carers should apply in confidence via the Headteacher. Applications will be considered promptly and decisions communicated in writing. Personal information will be handled confidentially in line with data protection requirements.

10. Where the Governing Body of a school adopts a remissions policy which is less generous than that of the LEA in respect of an activity provided by the school for which provision is included in the school's budget share, the LEA will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.

FINANCIAL RECORD KEEPING AND TRANSPARENCY

11. The school will keep records of all charges, voluntary contributions, remissions and waivers. An annual summary of income from charging activities and remissions will be provided to the Governing Body and made available to parents on request.

EQUALITY

12. The school will monitor the impact of charging and remissions on different groups (including pupils with SEND and disadvantaged pupils). The policy will be applied to ensure no child is disadvantaged from participating in curriculum activities because of family income or background.

COMMUNICATION

13. All letters requesting payments or voluntary contributions will include a clear explanation of what parents are being asked to pay for, the deadline, and how to apply for remission or discuss hardship. Staff will be sensitive to the local community context and offer private conversations where needed.

REVIEW AND PUBLICATION

14. This policy will be reviewed by the Governing Body at least every two years (or sooner if statutory guidance changes). The policy will be published on the school website and a summary issued to parents annually.