

# HURST GREEN PRIMARY SCHOOL



## Charging and Remissions Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Lunchtime Supervisors		√	
Site Manager		√	
Cleaners		√	
Governors	√		
Parents	√		
Website	√		
Local Authority		√	

Responsibility of	Finance
Review frequency	Annually
Previous versions	22 October 2018; 21 October 2019; 2 November 2020; 18 October 2021; 17 October 2022; 9 October 2023; 21 October 2024
This version agreed	2 December 2025
Next review date	Autumn 2026

# Charging and Remissions Policy

## Introduction

This policy has been formulated in accordance with the DfE advice: Charging for school activities.

## Aim

The aim of the policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which contributions will be requested from parents.

## Responsibilities

The Governing Board of Hurst Green Primary School is responsible for determining the content of the policy and the Headteacher for implementation.

## School charging

The Governing Board of Hurst Green Primary School recognises that through legislation school **cannot** charge for the following: -

- ❖ 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- ❖ instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

School **can** charge for:-

- ❖ any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- ❖ optional extras (see below)
- ❖ music and vocal tuition – under the Charges for Music Tuition (England) Regulations 2007 charges may be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition
- ❖ certain early years provision
- ❖ community facilities

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- ❖ education provided outside of school time that is not:
  - a) part of the national curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- ❖ examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- ❖ transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board have arranged for the pupil to be provided with education)
- ❖ board and lodging for a pupil on a residential visit
- ❖ extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

The Governing Board of Hurst Green Primary School will ensure all charges are relevant and affordable.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

## **Voluntary contributions**

Parents are invited to make a contribution towards the following costs:

- ❖ board and lodging, activities and transport costs incurred on the Year 6 residential visit (the contribution is less than the cost of the visit for each child.)
- ❖ the proportionate costs for an individual child of activities occurring within school hours. This contribution might cover/ partially cover the cost of travel, materials and equipment and entrance fees.
- ❖ swimming provision
- ❖ one off extra-curricular activities / after school activities
- ❖ breakages and replacements as a result of damages caused wilfully or negligently by pupils

The terms of any request made to parents will specify that the request is for a contribution. In addition, the following will be made clear to parents:

- ❖ that the contribution is genuinely voluntary and a parent is under no obligation to pay
- ❖ that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- ❖ that if there are insufficient contributions to make an activity financially viable, the activity will not go ahead

The responsibility for determining the level of contribution is delegated to the Headteacher. Planned activities which provide additional enrichment or enhancement of the curriculum may be cancelled if the total level of contribution is such that the school budget cannot afford to meet the other costs that would be incurred.

## **Remissions**

Pupils are entitled to benefit related free school meals if parents / guardians are in receipt of:

- ❖ Income support (IS)
- ❖ Income-based Job Seekers Allowance (IBJSA)
- ❖ Support provided under Part VI of the Immigration and Asylum Act 1999

- ❖ Child Tax Credit, providing that Working Tax Credit is not also received and the family's income does not exceed the limit agreed
- ❖ Guaranteed Element of State Pension Credit

Entitlement to Free School meals also enables the school to access Pupil Premium Funding which can be used to support the costs of e.g. visits, trips, musical tuition. Hurst Green Primary School intends to use Pupil Premium funding to support each eligible child by covering the cost of:

- ❖ School swimming lessons
- ❖ Educational visits
- ❖ Milk and juice money
- ❖ One after-school club per year

Parents in this situation are invited to contact the Headteacher in confidence, as is anyone who wishes to discuss their own circumstances in more detail.

## **Refunds**

Refunds are not guaranteed and will be considered on an individual basis.