Charging and Remissions Policy and Procedure 2026

Castle Primary School

Approved by: S Dakin	**Date: 1st September 2026**
Last reviewed on: October 2026	
Next review due by: October 2029	

Introduction

Castle Primary School recognises the valuable contribution that a wide range of additional activities such as educational visits and residential experiences can make to a pupils educational and social development. We believe that these learning experiences help to enrich the curriculum and education experience of pupils.

The school will ensure that all documentation which is sent to parents and carers will include any information for low-income families, or families on benefits, detailing what support is available to them. We will ensure that no pupil will be left out of a learning experience because they cannot make a contribution.

Where the collection of money is not directly linked to an educational activity there is a requirement to pay for the provision of these services either before, or as close to the activity having taken place as possible. These services include both school dinners and wrap around care.

Legislation

This policy and procedure has been written in accordance with the law set out in section 449 to 462 of the Education Act 1996. We have also based this policy on the DfE guidance: *Charging for school: departmental advice for government bodies, school leaders, school staff and local authorities.*

The Act refers to what cannot be charged for. This includes any education which forms part of the curriculum during normal school hours, or for educational materials. What can be charged for is optional extras. Voluntary contributions can also be made towards non-optional extras.

Aims

Where possible the school aspires to keep financial contributions to a reasonable minimum while ensuring that all pupils are able to take part, irrespective of their circumstances. The aim of this policy is to: -

- Ensure that no pupil will be left out of a learning experience or activity
- School activities such as visits should be organised with a minimum cost to the parent/carer
- Respond to a wide variation of parent/carer income whilst not placing an unnecessary burden on the school budget

Voluntary Contribution

There are no restrictions within current legislation that prevents a school from asking for a voluntary contribution towards the cost of an extracurricular activity. The school will ensure that any documentation sent out to parents or carers about extracurricular activities will have clear costs specified on them and, if necessary, will invite parents and carers to make a voluntary contribution towards the cost of the activity. It is important to note that we may have to cancel these activities if we do not receive sufficient voluntary contributions towards the cost of the activity.

Parents and carers whose children are eligible for pupil premium may be entitled to pay a reduced contribution. This is at the discretion of the Headteacher.

If a parent or carer wants to learn more about receiving financial support, they can contact the school for more information.

There is a table at the end of this policy which details where a voluntary contribution may be required from parents and/or carers and where a charge will be incurred.

Residential Visits

Where the school organises a residential visit, a large portion of this time is allocated to education and directly relates to the curriculum. It is a legal requirement to ensure that none of the cost relates to the time that would usually spent in education. Therefore, the charge that is requested from parent's and carers relates specifically to transport, board and lodgings, and activities that are not directly linked to the curriculum.

Swimming

Swimming lessons are organised by schools as part of the national curriculum. These lessons are usually offered during Key Stage 2 and take place during school hours. For this reason, we make no charge towards the cost of the swimming lessons but we might ask for a voluntary contribution towards the cost of the transport.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The school will therefore make charges 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 will not exceed the cost of the provision.

Charges will not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. No charges will be made for pupils who are looked after by the local authority.

Remissions

There may be occasions where a parent or carer is unable to make a contribution towards an educational activity. In these circumstances, no pupil will be left out of an activity if the parent or carer is unable to make a voluntary contribution towards the cost of an activity.

Where a situation like this may occur, the parent or carer will be invited in confidence to discuss the remission of the cost in full, or in part, depending on the individual circumstances. This decision is made at the discretion of the Headteacher.

School Dinners

All children that are in Reception, or Year 1 and 2, are entitled to universal free school meals. Once a child enters Year 3, they are no longer entitled to the provision of universal free school meals. At this point, it is the responsibility of the parents and carers to provide either a packed lunch, or pay for a

school dinner.

All school meals must be paid for in advance using the schools preferred payment mechanism e.g. Arbor. Where a child is not taking a school meal, it is the parent's and carer's responsibility to provide a packed lunch. A pupil will not be refused a meal where a dinner is not paid for or provided. However, the Trust does operate a strict **No Debt Policy.**

Where a debt occurs for a service that is not linked directly to education, the school should refer to the Trusts debtor collection procedures. Where a pupil leaves the school with a debt, the Trust may transfer the remaining debt to a sibling still on roll. Where a debt is not paid and continues to rise, the Trust will consider further legal action from a small claims court.

Wrap around care

Before and after school charges

The provision of before and after school clubs are not an educational requirement. Schools can decide to run a wraparound care service for their pupils within the school environment, if the service is considered to be a benefit to the parents, carers and pupils. The school has a duty of care to ensure that the correct ratio of before and after school workers, are on duty for every session. The staffing ratio is therefore based on the amount of bookings in the system for each session. All bookings for before and after school care can be booked and paid for in advance through the school's management system. Contract sessions are non-refundable.

Paid Nursery Sessions

The provision of additional paid for nursery sessions/hours are in place to support the funded nursery hours available to families. Schools run these additional places as wraparound care to support both funded and unfunded places within the school's current nursery provision, where the service is considered to be a benefit to the parents, carers and pupils. The school has a duty of care to ensure that the correct ratio of nursery workers, are on duty for every session. The staffing ratio is therefore based on the amount of bookings in the system for each session. All bookings for additional nursery sessions can be booked and paid for in advance through the school's management system. These sessions are non-refundable.

Wrap around care T&Cs

The school has local terms and conditions which parent/carers will be required to sign up to before accessing the service.

If the school is unable to break even with a paid for wraparound care provision, we reserve the right to increase the cost of accessing the provision to ensure viability and sustainability. We reserve the right to cease this service if it is not a viable cost neutral business model. Any surplus revenue from a wraparound service is invested back into the school.

Table of Charges*

Activity	**Paid Service**	**Voluntary Contribution**
School Trip** (Educational)		X

School Trip** (Non-Educational) E.g. end of year reward like alton towers, etc	X	
In house visit from a theatre company		X
Transport contribution for a sporting event		X
Residential Trips (Transport, board and lodgings)	X	
Swimming (contribution towards to cost of transport)		X
Music Tuition (parental request)	X	
School Dinners	X	
Snack	X	
Before & After School Club	X	
Nursery – non-funded hours	X	
Nursery - snack provision		X
External Provider - Sports Clubs	X	
Uniform/Clothing items/Water bottles, etc	X	

* this list is not exhaustive and where additional services or extracurricular opportunities arise that are delivered by the School, they will be reviewed in line with current legislation when considering any other charges and remissions.

** if payments and contributions received do not cover the cost of the trip, it will be cancelled.