Charging & Remissions Policy

Status	Current
Maintenance	Finance, Premises & Personnel
Approval	Finance, Premises & Personnel
Date Active	1st October 2026
Review Date	31st July 2027
Signed by	Mrs E Hodge (Headteacher) – 01/10/2026
	Mrs K Edern (Chair of Governors) – 01/10/2026

Aims

Our school aims to:

- Have a robust, clear process in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made.

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge that would normally be payable.

Roles and Responsibilities

The Governing Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the head teacher. The governing board also has overall responsibility for the implementation of this policy. At Devonshire Road Primary School the governing board have agreed to delegate both of the aforementioned responsibilities to the Finance Committee.

The head teacher is responsible for ensuring that staff are familiar with the policy, and that it is applied consistently.

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the head teacher of any specific circumstances which they are not certain if the policy applies.

Parents/carers are expected to notify staff or the head teacher of any concerns or queries regarding the policy.

INTRODUCTION

Educational experiences should be accessible to all our children. We don't charge for any activity undertaken as part of the delivery of the National Curriculum in school. Devonshire Road Primary School, however, provide a range of activities in order to enrich children's learning.

Where charges cannot be made

Below we set out what we cannot charge for:

- Assistance with admission applications
- Breakfast Club 8:30am – 9:00am element
- Education provided during school hours (including the supply of materials, books, instruments or other equipment)
- Education out of school hours if it is part of:
    - The national curriculum
    - Religious education
- Re-assessment of SATs outcomes for individual pupils, if it is the school's decision to request a re-assessment
- Transporting pupils to and from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.

Where charges can be made

Below we set out what we can charge for:

- Any materials, books, instruments or equipment where the child's parent wishes the child to own their own
- Music or vocal tuition which is provided at the request of the parent/carer
- Use of community facilities

- Re-assessment of SATs outcomes for individual pupils, if the re-assessment is requested by the parent/carer
- Education that is provided outside of school time that is not part of:
    - The national curriculum
    - Religious education
- Trips or workshops that are used to enhance the curriculum and broaden pupils' engagement and experiences
- Board and lodging for a pupil on a residential visit
- Wraparound care

Any charge made will not be greater than the actual cost of providing the activity. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge. Parental agreement is necessary for the provision of the activity which is to be charged for.

Voluntary Contributions

The majority of our curriculum-based school trips are either fully funded or subsidised by the school budget.

School regularly organises trips, visits or specialist speakers/workshops, which enrich the curriculum and educational experience of the children. On occasion, the school invites parents to contribute to the cost.

All contributions are voluntary and no child will be excluded from these activities due to non payment. Please refer the Department for Education guidance charging for school activities. If the school is unable to raise enough funds for an activity, then it must be cancelled. However, if the activity cannot be run without voluntary contributions, parents and carers will be informed at the outset.

Additional activities organised by the school include for example:

- visits to museums and theatres;
- sporting events/experiences;
- musical performances.

- visits to places of historic interest
- fieldwork activities

Residential Visits

The school organises an annual residential visit which is intended to provide experiences directly related to outdoor and adventurous activities. This trip takes place mainly over a weekend. We make a charge to cover the costs board and lodging, however, in order to make the visit more accessible to all, travel expenses are covered by the school budget.

Extra Curricular Clubs

A wide range of clubs are offered after school, these are mainly run by teaching staff. If a specialist teacher or qualified coach from an outside provider runs a club, the cost is covered by the PE and Sports grant.

From time to time the school may offer additional chargeable extra-curricular opportunities, within school operating hours, hosted by an external agency.

The school also organises swimming lessons for children in KS2. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

Instrumental Music Tuition

The school arranges a range of musical opportunities across all year groups, these are mostly free of charge, however, from time to time we may offer additional optional chargeable lessons run by outside agencies.

Wraparound Care (Linked to Wraparound Care Policy and Admissions Policy (Pre School)

The school currently runs a breakfast club and an after-school care club to support our families:

- The 7:30am – 8:30am element of the breakfast club attracts a nominal charge of £2.00 to cover staffing costs.
- The 8:30am – 9am element of the breakfast club is funded by the Department for Education and is free to all families.

- The after-school care club is chargeable and is aimed to support working families or those families where parents/carers are studying courses at colleges or universities.
- Fees relating to Little Devonshire Pre-School are set out in our policy, Admissions (Pre-School), which is published on the school website.

Remissions

- Residential visits – parents/carers of children where there is direct social care involvement will be exempt for paying the cost of board and lodging.
- Residential visits – A small number of pupils showing exceptional sporting progress or achievement may have board and lodging for residential visits paid from the PE and Sport Premium. The Headteacher will approve awards.
- Breakfast club – parents/carers of vulnerable children are exempt from paying for breakfast club places where the place has been offered by the school to support the child wellbeing.

Monitoring

The school business manager monitors charges and remissions and ensures that these comply with this policy. The policy is reviewed by the Finance, Premises and personnel committee annually.

Conclusion

Charges in respect to a trip, visit, workshop or breakfast club do not to lead to profit for the school.