

Charging and Remissions Policy



Fairholme Primary School

Updated: January 2026

Review: January 2027

1. Introduction

This Charging and Remissions Policy complies with statutory requirements under the Education Act 1996, sections 449–462, and guidance from the Department for Education. It explains:

- Activities for which no charges will be made
- Activities for which charges may be requested
- When voluntary contributions may be sought
- How charges are determined
- Circumstances in which charges may be reduced or waived (remissions)

The policy is reviewed annually by the school's Governing Body and published on the school website.

2. Aims and Objectives

This policy aims to:

- Ensure that all pupils have access to a broad and balanced curriculum regardless of parents' ability to pay
- Clearly explain to parents and carers when charges may be requested
- Comply with legal requirements for charging in maintained schools

3. Activities Without Charge

No charges will be made for:

- Education provided wholly or mainly during school hours, including materials, books, instruments, and equipment
- Transport provided during school hours to carry pupils between school and an activity
- Education outside school hours if part of:
 - the National Curriculum
 - a prescribed public examination syllabus the pupil is being prepared for
 - religious education
- Instrumental and vocal music tuition that is part of the National Curriculum or the first whole-class programme (e.g., KS2 Wider Opportunities)

4. Voluntary Contributions

The school may request voluntary contributions for school-time activities to support funding.

- No pupil will be excluded from an activity if their parents do not contribute
- Activities will only go ahead if sufficient contributions are received
- Contributions are voluntary, but the school may indicate the suggested contribution amount.
- Any decision to cancel an activity due to insufficient voluntary contributions will be made by the Headteacher, taking into account educational value, inclusion, and affordability.

5. Chargeable Activities

Charges may be made for:

1. Education outside school hours not part of the National Curriculum, public examination syllabus, or religious education (e.g., after-school clubs, some enrichment activities)
2. Board and lodging costs for residential visits (subject to remissions – see section 7)
3. Instrumental and vocal tuition at parents' request outside statutory provision
4. Materials/ingredients where pupils take finished products home (e.g., Art & Design, Food Technology)
5. Damage or loss of school property caused by pupils. Charges are not automatic and will take account of the pupil's age, intent, and individual circumstances.

6. Optional extras provided by third parties (e.g., external clubs), charged at cost

Notes: Charges will not exceed the actual cost of provision, including materials, travel, and staff costs.

6. Optional Extras

Optional extras are activities that are:

- Provided wholly or mainly outside school hours
- Not required to fulfil statutory duties (Curriculum, RE, exams)

Charges for optional extras:

- Will reflect only the actual costs incurred by the school
- Will not include a subsidy for other pupils

7. Remissions Policy

Families in receipt of the following benefits may be eligible for full remission of charges for board and lodging and other chargeable activities:

- Universal Credit (with net income below a set threshold, threshold aligns with current Free School Meals eligibility criteria, and that eligibility is reviewed in line with Department for education guidance).
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit (run-on)

Parents wishing to apply for remission should contact the school office in confidence. Partial remission may be considered in exceptional circumstances, at the discretion of the Headteacher (or a delegated senior leader), and will be applied consistently and confidentially.

8. Transport

No compulsory charge will be made for transport where:

- The transport takes place during school hours to school-organised activities that form part of the curriculum, or
- The transport is required by the Local Authority to meet its statutory obligations

In these circumstances, the school may request voluntary contributions from parents or carers to help meet the cost of transport.

- Any contribution made is entirely voluntary
- No pupil will be excluded from an activity if a contribution is not made
- Where insufficient voluntary contributions are received to cover the cost of transport, the school reserves the right to cancel the activity

Charges may be made for transport that:

- Takes place outside school hours, and
- Is not part of the curriculum or a statutory duty

