



Charging and Remissions Policy

Kenilworth Primary School

Our Vision

*'High Aspirations Today, Inspiring
the Leaders of Tomorrow.'*

Based on the guidance provided in 'Charging for school activities'

Author – Department for Education (May 2018)

Author: Headteacher

Chair of Governors: Rod Woodhouse

Last reviewed: September 2025

Frequency of Review: 2 Years

Date of next review: September 2027

1. Introduction:

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the National Curriculum. Provisions before and after the school day, which delivers the National Curriculum or prepares a child for a public examination, may not be charged for.

2. Admissions:

There is no charge for admissions.

3. School Meals:

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set about per term decided by the Governing body and the daily charge can be found on our website. Families may be entitled to remission of these fees under certain benefits as detailed in Section 10) Remissions.

4. Voluntary Contributions:

The headteacher will decide when it is necessary to charge for optional activities that will enrich our pupil's education.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (Section 10).

When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provided an optional extra, including supply teachers engaged specifically to provide the optional extra
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra
- The cost of buildings and accommodation.

The contribution must be genuinely voluntary, though, and the pupils of parents/carers who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

5. Residential visits

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school cannot charge for the education or travel elements, but can ask for a voluntary contribution.

Where the trip takes place wholly, or mainly during school hours, children whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging as detailed in Section 10) Remissions.

6. Instrumental Music Lessons

Kenilworth Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Charges are made directly by Hertfordshire Music Services or any other music provided agreed by the school, and families can book lessons with them directly. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

7. Damage to property, breakages or lost items

Where school property has been wilfully or recklessly damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the head teacher and dependent on the situation.

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents.

8. Inability or Unwillingness to Pay:

Kenilworth Primary School is committed to ensuring fair access and treatment of all pupils and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identify of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

9. Extended Services:

Kenilworth Primary School is dedicated to providing a well-rounded and extensive education for our students which include a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- High-quality learning opportunities either side of the school day
- Ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- Ways of increasing pupil engagement
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils

The total charge will not exceed the cost of providing the activity and no parents will be asked to subsidise others.

Our extended services include a before school Breakfast Club which is payable to the school and a range of after school clubs and after school childcare that are outsourced to contractors.

10. Remissions:

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

Appendix 1 – Charges April 2025

Nursery Daily Lunch Charge	£2.63
Child KS2 Daily Lunch Charge	£3.50
Adult Daily Lunch Charge	£4.20
Milk	Ordered direct from Cool Milk
Breakfast Club	7.30am session - £4.50 (Sibling rate - £4.00) 7:45am session - £3.00 (Sibling rate - £3.00)