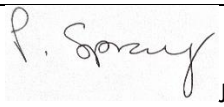
Charging and Remissions Policy 2026-2027
Spurcroft Primary School & Nursery

This policy was approved at the meeting of the Governing Board in June 2026

This policy is due for review in June 2027

Headteacher	Sign & Date:	 June 2026
Chair of Governing Board	Sign & Date:	 June 2026

Purpose and background

The Charging and Remissions Policy explains when the school may ask for a contribution towards activities and when costs will be covered or reduced.

It sets out:

- What the school can and cannot charge for
- When contributions are voluntary
- How families can be supported with costs

This ensures that all decisions about charging are fair, consistent and in line with national guidance.

The policy is written to comply with the relevant terms of the following documents: DfE (2018) 'Charging for school activities' and DfE (2018) 'Schemes for financing schools'.

This policy operates in conjunction with the following policies: Complaints Policy, Nursery Admissions Policy, Additional Nursery Places Charging and Remissions Policy, Wild Wood Club Policy and Lettings Policy.

Principles

Charging: No pupil should have their access to the curriculum limited by charges. However, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed below. If insufficient charges are paid by parents/carers to fund the activity (and funding cannot be found from another source), the school reserves the right to cancel the activity.

Voluntary Contributions: Where a charge cannot be made (for activities which are an essential part of the curriculum, or religious education) parents may be asked to make a voluntary contribution.

Remissions: "Remissions" means that some families may receive financial support or have costs reduced or waived. However, no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

Parents/carers may be eligible for full or partial remission of charges if they are in receipt of any of the following benefits (aligned with those in receipt of Free School Meals):

- Universal Credit (subject to the income thresholds set by the government)
- 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 Pension Credit
- Child Tax Credit (provided the parent is not also entitled to Working Tax Credit and has an annual gross income below the statutory threshold)
- Working Tax Credit run-on (paid for a limited period after entitlement ends)

Where parents/carers are eligible under the above criteria, the school will normally remit charges for trips and clubs, to half of the cost. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Headteacher.

Liability for personal property: The school does not accept liability for any items of personal property lost or damaged in school.

Practice and procedures

Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions.

Charging

Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the pupil's participation, including fixed overheads.

The school will normally make a charge where the law permits it:

- Materials used in the production of an article where the pupil's parent has indicated in advance that he/she wishes the article to be owned by the pupil.
- Music and vocal instruction, when provided at the request of the parent/carer.
- The cost of board and lodging for all residential activities (see remissions above)
- Wrap Around Care in Wild Wood Club
- After school activity/ club which is not part of the national curriculum or religious education.

Voluntary contributions

These may be asked for, but this must be done in line with the stated objectives of this policy.

Organisers of activities will normally ask for voluntary contributions to cover the costs of:

- tickets, entrance fees and travel for trips
- materials and equipment for after school clubs
- associated administrative and support staff costs to run out of school trips or events

The organiser is expected to have constructed a balanced budget in advance for the activity. This should clearly show the costs per pupil and apportioned fixed overheads. When writing to parents the benefit and educational aims of the activity are described with a request for a voluntary contribution. It must be clear to parents/carers at the outset that;

- The activity cannot be funded without voluntary contributions
- There is no obligation to make any contribution
- No pupil will be treated differently or not allowed to participate according to whether a contribution has been made
- It may be necessary to cancel an activity if voluntary contributions received (and cannot be covered from another source), are insufficient to meet the costs of the activity.

School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, or a child's behaviour being deemed to be too dangerous, it is at the Headteacher's discretion as to whether a refund is given. The Headteacher will consult the governing board on the matter, taking into account whether the school will be

reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Excess expenditure will be subsidised by the school fund. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Policy.

Music

Music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Damaged or lost items

The schools may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

Remissions for school staff

In order to support staff, and recognise the contribution they make to the wider life of the school, the school may provide remission of certain childcare charges in specific circumstances.
The school will not charge staff members who have children attending Nursery, the daily £3 top-up fee where the member of staff is required to be working directly with pupils, or is undertaking their allocated PPA time, between 2:45pm and 3:15pm. This remission applies where the childcare provision is required to enable the member of staff to fulfil their professional duties.

Where staff are required to attend meetings, training sessions or other school-directed activities outside of their normal working hours, staff may be offered a free place at Wild Wood Club for the duration of the meeting or training, subject to availability of spaces and appropriate staffing arrangements. This remission is intended to support staff with access to childcare where school commitments require their attendance and are not intended to provide general free childcare provision outside of these circumstances.

Where a member of staff is delivering or supporting a school-run after-school club, their child may attend that club, or another one running at the same time, free of charge. This remission is provided to enable staff to fulfil their responsibilities in delivering enrichment activities for pupils, and is subject to appropriate staffing arrangements and availability.

Other Charges

Charges for the letting of school premises will be made as per the Lettings Policy.
Charges for F1 lunchtime sessions and any additional sessions paid for by the parent (i.e. not funded) will be as per the Nursery Admissions Policy.

Monitoring and review

This policy will be reviewed annually by the Headteacher and Governing Board.