PYRFORD CHURCH OF ENGLAND PRIMARY SCHOOL

CHARGING & REMISSIONS POLICY

Approved	3rd December 2025
Reviewed	Annually
Next Review Date	December 2026
Leader responsible for policy and practice	Headteacher

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The Governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities outside school hours
The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits; a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) but the cost will not exceed the actual cost of provision.

Individual/Group Instrumental Tuition
For the provision of individual/group instrumental tuition, the charge will not exceed the cost. Children in Care who wish to have instrumental tuition are entitled to free tuition.

Charging in Kind
The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Any charge for a particular activity will be dependant upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made, the activity may have to be cancelled and refunds will be given.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

General

The Governing Body may, from time to time amend the categories for which a charge may be made.

The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

Remissions Policy

*Families may qualify for remission or help with charges if they are in the receipt of :

- Universal Credit (provided you have an annual net earned income of no more than £7400, as assessed by earnings from up to three of you most recent assessment periods)
- Income Support
- Income based Jobseekers Allowance
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, provided Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16190
- The Guarantee element of State Pension Credit
- Working Tax credit run-on – paid 4 weeks after you stop qualifying for Working Tax credit.
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*There is no guarantee that all requests can be met / the school may be able to provide support in terms of signposting towards charities that support disadvantaged families.

Additional categories of parents may claim help with some costs in the following circumstances:

- Specific individual circumstances that have caused temporary hardship
- Recently moved into hardship but have not yet receiving the benefits mentioned above
- Made a specific request to the Headteacher for any other justifiable reason. The remission is at the Headteacher's discretion (in consultation with the Chair of Governors) in these circumstances based on any evidence provided.

To request assistance the family should contact their class teacher initially who will liaise with the Headteacher.

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing Body will remit in full the cost of board and lodging for any residential activity (classed as an optional extra taking place outside school hours).

In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.

The Headteacher in consultation with the Chair of Governors will make authorisation of remission.