LONGPARISH
Church of England
Primary School

# Charging and Remissions Policy 2026-27

**Policy Adopted by the Governing Board:** September 2026

**Date of Implementation:** September 2026

**Review Date:** September 2027

**Committee Responsible:** Full Governing Body

# Aims

Longparish CE Primary School aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Keep charges to the minimum necessary to cover essential costs.
- Offer a wide range of educational visits, enrichment activities and extra-curricular opportunities whilst minimising financial barriers to participation.
- Ensure requests for financial support are handled sensitively and confidentially.

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

# Definitions

**Charge:** A fee payable for specifically defined activities.

**Remission:** The cancellation, reduction or waiver of a charge that would normally be payable.

# Other Relevant Policies

- Debt Recovery Policy
- Lettings Policy
- Pupil Premium Strategy (to be published from January 2027)

# Roles and Responsibilities

## Governing Board

The Governing Board has overall responsibility for approving this policy and monitoring its implementation.

The Governing Board delegates the day-to-day administration of this policy to the Headteacher.

The Governing Board is responsible for:

- Reviewing charging arrangements annually.
- Ensuring compliance with statutory requirements.
- Considering any significant issues relating to charging and remissions.

### Headteacher

The Headteacher is responsible for:

- Ensuring staff are familiar with this policy.
- Applying the policy consistently.
- Considering applications for remission or financial assistance.
- Reporting significant issues to governors where appropriate.

### Staff

Staff are responsible for:

- Implementing the policy consistently.
- Informing parents and carers of any charges or voluntary contributions.
- Seeking guidance from the Headteacher where necessary.

### Parents and Carers

Parents and carers are encouraged to:

- Raise any concerns regarding charges promptly.
- Inform the school if financial difficulties may affect participation in school activities.
- Refer to the school's Debt Recovery Policy where applicable.

## Activities for Which Charges Cannot Be Made

### Education and Admissions

No charge will be made for:

- Admission to the school.
- Education provided during school hours, including the supply of materials, books, instruments or equipment.
- Education provided outside school hours if it forms part of:
    - the National Curriculum;
    - a syllabus for a prescribed public examination for which the pupil is being prepared at the school; or
    - Religious Education.
- Entry for a prescribed public examination where the pupil has been prepared for it at the school.
- Instrumental or vocal tuition that forms part of the National Curriculum or Religious Education.

## Transport

No charge will be made for:

- Transport provided where the Local Authority has a statutory duty to provide it.
- Transport to educational provision arranged by the Local Authority or Governing Board.
- Transport required to enable a pupil to meet an examination requirement.
- Transport provided in connection with educational visits where charging is not permitted by legislation.

## Residential Visits

No charge will be made for:

- Education provided during school hours.
- Education which forms part of the National Curriculum.
- Religious Education delivered during a visit.
- Teaching staff accompanying pupils on a residential visit.

Charges may be made for board, lodging, but these charges will not exceed the actual cost incurred. The cost of transport, activities and educational provision associated with a residential visit will be met through voluntary contributions where appropriate.

# Activities for Which Charges May Be Made

## Education

The school may charge for:

- Materials, books, instruments or equipment where the parent or carer wishes the child to own them.
- Certain early years provision where permitted by legislation.
- Community facilities.
- Optional extras as detailed below.

## Optional Extras

The school may charge for activities known as optional extras.

Optional extras include:

- Breakfast clubs.
- After-school clubs.
- Holiday activities.
- Residential visits where charges are permitted.
- Transport not required by legislation.
- Community and leisure activities.

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

- Materials, books, instruments or equipment provided in connection with the activity.
- The cost of buildings and accommodation.
- Non-teaching staff.
- Teaching staff engaged specifically to provide the activity.
- Specialist coaches, tutors or instructors.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity divided equally between all participating pupils.

No charge will include an element of subsidy for any other pupil.

Parental agreement will always be obtained before a pupil participates in a chargeable optional extra.

## Educational Visits

The school seeks to provide a wide range of educational visits and enrichment opportunities.

Where visits take place during school hours, parents and carers may be invited to make a voluntary contribution towards the cost.

There is no obligation to contribute.

No pupil will be excluded from a visit because a contribution has not been made.

However, where insufficient voluntary contributions are received and the cost cannot be met from other sources, the visit may be cancelled.

The school appreciates the support of parents and carers in enabling these valuable experiences to take place.

## Residential Visits

Charges may be made for:

- Board and lodging.
- Activities taking place outside school hours where permitted by legislation.

Further details will be provided to parents and carers when residential visits are arranged.

## Music Tuition

The school may charge for instrumental or vocal tuition where:

- Tuition is provided at the request of parents or carers.
- Tuition is delivered individually or in groups.

Charges will not exceed the cost of provision.

Charges will not be made where:

- Tuition forms part of the National Curriculum.
- Tuition is provided under the First Access instrumental and vocal tuition programme.
- The pupil is looked after by a local authority.

### Design Technology

As part of Design Technology and Food Technology learning, pupils may undertake projects involving food ingredients or specialist materials.

Parents and carers may be invited to make a small contribution towards these costs.

Contributions will be kept to a minimum and communicated in advance.

### Forest School

Longparish CE Primary School values outdoor learning and may organise Forest School activities as part of its enrichment provision.

Forest School lessons are run in conjunction with Longparish Little School. Parents and carers will be invited to make voluntary contributions towards the cost of specialist resources, transport or external providers.

Where sufficient funding is not available, activities may need to be adapted or cancelled.

### Community Use and Lettings

The school premises may be made available for community use outside school hours.

Charges for the hire of school facilities will be determined by the Governing Board and detailed within the school's Lettings Policy.

# Voluntary Contributions

As an exception to the charging requirements set out in this policy, the school may request voluntary contributions to support activities which enrich the curriculum and educational experience of pupils.

These may include:

- Educational visits and trips.
- Visiting speakers, workshops and performances.
- Sports events and specialist coaching.
- Cultural and enrichment activities.
- Forest School provision.
- Design Technology projects involving higher-cost materials.

There is no obligation for parents and carers to contribute.

No child will be excluded from an activity because a voluntary contribution has not been made.

However, if insufficient funds are raised to make an activity viable, the activity may be cancelled.

# Remissions and Financial Support

In some circumstances, the school may not charge for items or activities set out in this policy.

Any decision to provide a remission, reduction or subsidy will be at the discretion of the Governing Board or Headteacher and will depend upon the circumstances and activity concerned.

The Governing Board recognises that educational opportunities should be accessible to all pupils regardless of financial circumstances.

Requests for financial assistance will be treated sensitively and confidentially.

## Support for Disadvantaged Pupils

The school will seek, wherever possible, to support pupils eligible for Pupil Premium funding to access educational visits, residential experiences and enrichment activities.

Where funding permits, the school may provide a subsidy or reduction in charges.

The level of support available will be determined annually and communicated to families.

The Headteacher may also authorise reduced or waived charges where:

- Families are experiencing financial hardship.
- Exceptional personal circumstances apply.
- External funding or grants are available to support participation.

# Monitoring and Review

The Governing Board will review this policy annually to ensure:

- Compliance with legislation and guidance.
- Fairness and transparency in charging arrangements.
- Continued access to educational and enrichment opportunities for all pupils.

**Approved by Governing Board:** September 2026

**Date of Implementation:** September 2026

**Review Due:** September 2027

**Responsible Committee:** Full Governing Body

**Headteacher:** S. Jordan

**Chair of Governors:** _____ **Date:**_____