Abingdon Primary School

This school is an academy within The Legacy Learning Trust.

Charging and Remissions Policy

Status & review	Term	Year
Last review date/Policy adopted	Autumn	2026
Next review	Autumn	2027
Lead	Mr A Cooper	

1. Introduction
The purpose of this policy is to set out the circumstances in which [School Name] may charge parents and carers for school activities and the circumstances in which charges may be reduced or waived.

This policy has been developed with regard to the Department for Education's guidance *Charging for school activities* and the relevant provisions of the Education Act 1996.
The school recognises that the cost of school activities can place additional financial pressure on families. Wherever possible, the school will seek external funding, grants and other appropriate sources of financial support to reduce or remove costs for parents and carers.

The school is committed to ensuring that financial circumstances do not prevent pupils from accessing enriching educational experiences wherever this can reasonably be achieved.

2. Education During School Hours
All education provided during school hours is free of charge.

The school will not charge for:

- education provided during school hours;
- activities forming part of the National Curriculum;
- activities forming part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school;
- religious education;
- materials, books, instruments or equipment required as part of education during school hours, except where parents have specifically indicated that they wish their child to own the finished product;
- transport provided by the school in connection with an educational visit;
- transport required to enable a pupil to receive education arranged by the school or local authority;
- examination entry fees where the pupil has been prepared for the examination at the school; and
- examination resits where the pupil is being prepared for the resit at the school.

The school will not exclude a pupil from an educational activity that forms part of the National Curriculum because their parent or carer is unwilling or unable to make a financial contribution.

3. Voluntary Contributions
The school may ask parents and carers for voluntary contributions towards the cost of educational visits, activities and events which take place during school hours.

Any request for a voluntary contribution will clearly state that:

- the contribution is entirely voluntary;
- there is no obligation for parents or carers to contribute;
- pupils whose parents or carers do not contribute will not be treated differently from other pupils; and

- the activity may have to be cancelled if sufficient funding cannot be secured through voluntary contributions, school funds or other sources.

Where an activity is dependent upon voluntary contributions, this will be made clear to parents and carers when information about the activity is provided.

The school will not use pressure or inappropriate methods to encourage parents or carers to make voluntary contributions.

Where possible, the school will seek alternative sources of funding to ensure that activities can continue and that financial circumstances do not become a barrier to participation.

4. Educational Visits and School Trips
The school organises educational visits and trips to enrich and enhance pupils' learning experiences.

Parents and carers may be invited to make a voluntary contribution towards the cost of visits that take place during school hours.

Examples include:

- visits to places of educational interest;
- sporting activities and competitions;
- outdoor and adventurous activities;
- curriculum enrichment activities;
- theatre, museum and cultural visits;
- local area visits; and
- school trips.

This list is not exhaustive.

Where a trip cannot be funded through voluntary contributions, school funding, grants or other available resources, the school reserves the right to cancel the activity.

Where a trip proceeds, pupils will not be excluded solely because their parent or carer has not made a voluntary contribution.

5. Support for Families
The school recognises that families may experience financial pressures which affect their ability to contribute towards school activities.

Where possible, the school will identify and access funding, grants, charitable support and other appropriate sources of financial assistance to reduce the financial burden on families. Parents and carers who are experiencing financial difficulty are encouraged to speak confidentially to the Headteacher or another designated member of staff to discuss whether support may be available.

The school will seek to deal with requests for financial assistance sensitively and confidentially.

The school may use appropriate school funding to support pupils to access educational visits and activities, where this is consistent with the purpose and permitted use of the funding.

6. Pupil Premium

Where appropriate and in accordance with the school's Pupil Premium strategy and funding requirements, Pupil Premium funding may be used to support eligible pupils to access educational visits, residential experiences and other activities that contribute to their education and personal development.

Pupil Premium funding will not be used automatically to meet every charge. Decisions will take account of the school's Pupil Premium strategy, the needs of individual pupils and the purpose for which the funding may lawfully be used.

The school will seek to ensure that eligible pupils are able to benefit from educational experiences alongside their peers wherever possible.

The Department for Education confirms that schools determine how their Pupil Premium allocation is used to support eligible pupils and narrow the attainment gap.

7. Optional Extras

The school may charge for certain activities which are defined in law as 'optional extras'.

Optional extras may include activities provided outside school hours which are not:

- part of the National Curriculum;
- part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school; or
- religious education.

Optional extras may also include certain other activities permitted by law, including some extended-day activities and board and lodging on residential visits.

Where the school makes a charge for an optional extra:

- participation will be voluntary;
- parents or carers will be informed of the charge before the activity takes place;
- the charge will not exceed the actual cost of providing the activity;
- the school will not make a profit from the activity; and
- the school will explain how the charge has been calculated where appropriate.

The school may choose to subsidise or waive the cost of an optional extra.

8. Residential Visits

Residential visits are an important part of the school's enrichment programme and provide pupils with opportunities to develop independence, resilience, teamwork and confidence.

Where permitted by law, the school may charge for the board and lodging element of a residential visit. Any charge will not exceed the actual cost of providing the board and lodging.

The school will not charge for education provided during school hours as part of a residential visit.

Where a residential visit is wholly or mainly during school hours and the education provided is education for which a charge is prohibited, pupils who meet the statutory eligibility criteria will be entitled to complete remission of board and lodging charges.

The statutory remission arrangements include eligible families receiving Universal Credit and certain other qualifying benefits or allowances. The statutory requirements will be applied in accordance with the legislation in force at the time of the visit.

The school will inform parents and carers of their entitlement to statutory remission where applicable.

In addition, the school recognises that residential visits can represent a significant financial commitment for families. Where possible, residential visits will be provided free of charge or heavily subsidised, using appropriate school funding, grants, fundraising or other sources of financial support.

The school will seek funding wherever possible to reduce the amount parents and carers are asked to contribute.

9. Activities Taking Place Partly During and Outside School Hours

Where an activity takes place partly during school hours and partly outside school hours, the school will determine whether a charge may legally be made in accordance with the relevant legislation and DfE guidance.

Where 50% or more of the activity takes place during school hours, the activity is generally treated as taking place during school hours for charging purposes.

Where less than 50% of the activity takes place during school hours, it may be treated as taking place outside school hours, subject to the other requirements governing charges. The school will ensure that any charge made complies with the law.

10. Breakfast Club

The school currently provides a free breakfast club.

No charge will be made to parents or carers for attendance at the school's breakfast club while this provision remains funded by the school or through other appropriate funding arrangements.

The school will seek to maintain free access wherever financially and operationally sustainable.

11. After-School Clubs
The school's after-school clubs are currently provided free of charge.

The school will seek to maintain free access to these activities wherever possible so that cost does not prevent pupils from participating in enrichment, sport, creative activities or other opportunities beyond the normal school day.

If circumstances change and the school proposes to introduce charges for an optional extended-day activity, the school will review this policy and communicate any proposed charges to parents and carers in advance.

12. Lunchtime Clubs
The school's lunchtime clubs are currently provided free of charge. No charge will be made for pupils attending these clubs.

The school will seek to maintain a broad range of lunchtime enrichment opportunities wherever resources permit.

13. Swimming
The school provides swimming lessons for pupils in Key Stage 2.

Where swimming forms part of the National Curriculum and takes place during school hours, it is provided free of charge.

The school will not charge parents or carers for National Curriculum swimming provision. Where possible, the school will seek funding or other support to meet associated costs and ensure that pupils can participate fully.

14. Music Tuition
Instrumental or vocal music tuition is provided free of charge and is currently available through a range of music clubs.

No charge will be made where legislation prohibits a charge, including where the tuition forms an essential part of the National Curriculum or falls within other statutory exemptions.

15. Materials and Equipment
The school will provide materials, books, instruments and equipment necessary for education during school hours without charge.

A charge may only be made where parents or carers have specifically indicated in advance that they wish their child to own the finished product, for example an item produced as part of a practical lesson.

Any such charge will be limited to the actual cost of the materials used.

16. Transport

The school will not charge pupils for transport provided in connection with an educational visit where the transport is being provided during school hours.

Where transport forms part of an optional extra taking place outside school hours, the school may make a charge where this is permitted by law and is included within this policy. The school will seek to minimise transport costs wherever possible.

17. Refunds and Cancellation

Where an activity or visit is cancelled by the school, parents and carers will normally be offered a refund of any charge that they have paid, subject to any non-refundable costs already incurred by the school and the terms communicated when the payment was requested.

Where a parent or carer withdraws a pupil from an activity, any refund will be considered in light of the costs already incurred by the school and the terms of the individual activity. Where voluntary contributions have been made towards an activity that is subsequently cancelled, the school will determine whether a refund can be provided, taking account of any costs already incurred.

18. Financial Assistance and Funding

The school will actively seek appropriate sources of funding to reduce the financial pressure on parents and carers.

These may include:

- Pupil Premium funding, where appropriate and permitted;
- grants and charitable funding;
- local authority or government funding;
- fundraising;
- school budget resources;
- contributions from community organisations or other partners; and
- other appropriate funding opportunities.

The availability of funding will vary from year to year and the school cannot guarantee that external funding will always be available.

However, the school will make reasonable efforts to identify funding opportunities before passing costs on to families.

19. Equality and Inclusion

The school is committed to ensuring that financial circumstances do not unnecessarily prevent pupils from participating in educational and enrichment opportunities.

No pupil will be treated less favourably because their parent or carer:

- is unable to pay;
- chooses not to make a voluntary contribution; or
- has requested financial support.

Where charges are permitted, the school will apply this policy consistently and fairly.

20. Information for Parents and Carers

Parents and carers will be informed in advance of:

- any charge that is being made;
- whether a contribution is voluntary or compulsory;
- the purpose of the payment;
- any available remission or financial assistance;
- arrangements for payment where applicable; and
- whether an activity may be cancelled if sufficient funding is not received.

Parents and carers are encouraged to contact the school if they have concerns about the cost of an activity.

The school will aim to work with families to ensure that financial circumstances do not unnecessarily prevent pupils from participating.

21. Monitoring and Review

The Governing Body/Trust will review this policy regularly and at least in accordance with the school's policy review cycle.

The policy will be amended where necessary to reflect changes in legislation, Department for Education guidance, funding arrangements or the school's provision.

The school's charging and remissions arrangements will be made available to parents and carers and published on the school website where required.

Related policies and documents

- Pupil Premium Strategy
- Educational Visits Policy
- Equality Policy
- Complaints Policy
- School Finance Policy