LINTON PRIMARY SCHOOL
Intentionally Inclusive

Charging and Remissions Policy (draft updated Nov 26)

Approved by:	Governing Body	**Date:**	tbc
Last reviewed on:	November 2026		
Next review due by:	September 2029		

1. Purpose and legal framework

This policy explains when Linton Primary School may charge for activities and services, when it may ask for voluntary contributions, and when financial assistance or remission may be available. It applies to all parents and carers of pupils attending the school.

The policy is based principally on sections 449–462 of the Education Act 1996 and the Charges for Music Tuition (England) Regulations 2007. It has been prepared with regard to the Department for Education's guidance, Charging for school activities (May 2018). The school will apply the relevant charging requirements to its legal status and funding arrangements.

The Governing Body will approve and keep this policy under review. No charge will be made unless it is permitted by law and is covered by this policy.

2. General principles

Education provided during the school day is free. The school will not charge for education or for materials, books, instruments or equipment required for that education, except where legislation expressly permits a charge.

The school day excludes the lunch break. Where an activity takes place partly during and partly outside school hours, the statutory rules for deciding whether it is treated as an in-school or out-of-school activity will be applied.

The school will not charge for transport provided in connection with an educational visit or for transport to other premises where the school or local authority has arranged for pupils to receive education.

Charges for permitted optional extras will not exceed the actual cost of providing the activity. The school will not make a profit from such charges or use one pupil's charge to subsidise another pupil.

Parents will be told in advance whether an activity is free, whether a voluntary contribution is invited, or whether a charge applies. Where a charge applies, the basis on which it has been calculated will be explained.

No pupil will be treated less favourably because their parent or carer is unable or unwilling to make a voluntary contribution.

3. Activities for which voluntary contributions may be requested

The school may invite voluntary contributions towards the cost of activities which support the curriculum or enrich pupils' educational experiences. Examples include:

- visits to museums, galleries and other places of educational interest;
- sporting activities and events;
- outdoor and adventurous learning;
- visits by theatre companies or other visiting performers;
- musical performances and cultural events;
- day visits and residential visits;
- swimming lessons and associated activities.

A request for a voluntary contribution must make clear that payment is entirely voluntary. A pupil whose parent or carer does not contribute will not be excluded, disadvantaged or treated differently. If insufficient contributions are received and the school cannot meet the shortfall from another source, the activity may be cancelled. This possibility will be explained when contributions are requested.

The school will make clear how places will be allocated if numbers are limited. Decisions about participation will not be based on whether a parent or carer has made a voluntary contribution.

4. Optional extras and activities outside school hours

The school may charge for an optional extra where the activity is not part of the National Curriculum, not part of a syllabus for a prescribed public examination for which the pupil is being prepared at school, and not part of religious education. Charges may also be made for optional extended-day services, such as breakfast or after-school clubs.

Examples may include optional clubs, visits or activities taking place wholly or mainly outside school hours, where they meet the legal definition of an optional extra. A charge will only be made where the parent or carer has agreed to the pupil taking part and to the charge.

When calculating a charge, the school may include the actual costs properly attributable to the activity, such as materials, equipment, accommodation, transport where legally chargeable, and the relevant staffing costs. The total charge to participating pupils will not exceed the actual cost of providing the activity, divided equally between those taking part.

The school may charge for additional materials or resources specifically purchased for an optional club, for example cookery or art materials, only where the activity and charge are genuinely optional and the charge is lawful. No charge will be made for resources required for a pupil's normal curriculum education.

5. Residential visits

For a residential visit, the school will not charge for education or travel where the visit is treated in law as taking place during school hours, or where the education forms part of the National Curriculum, a prescribed public examination syllabus for which the pupil is being prepared at school, or religious education.

The school may charge for board and lodging on a residential visit. Any charge will not exceed the actual cost of providing board and lodging. The school will explain the amount and payment arrangements to parents and carers in advance.

Where a residential visit is treated as taking place during school hours and the education is part of the National Curriculum, the school will remit the board and lodging charge in full for pupils whose parents or carers meet the statutory eligibility criteria for free school meals. The school will inform families of this entitlement and make arrangements for them to claim it confidentially.

The school may also offer full or partial financial assistance with board and lodging or other permitted charges to families experiencing financial hardship, including families of pupils eligible for Pupil Premium. This additional assistance is discretionary, subject to available funds, and is separate from the statutory remission described above.

The statutory rules for determining whether a residential visit takes place during school hours will be applied. In broad terms, this depends on the number of school sessions taken up by the visit compared with the number of half-days spent away; the school will assess each visit individually.

6. Music tuition

The school does not charge for music education that forms part of the normal curriculum.

A charge may be made for individual or group vocal or instrumental tuition provided at the request of a pupil's parent or carer, in accordance with the Charges for Music Tuition (England) Regulations 2007. Any charge will not exceed the actual cost of providing the tuition.

A charge will not be made where the tuition is an essential part of the National Curriculum, is provided through the first-access Key Stage 2 instrumental and vocal tuition programme, or is provided to a child who is looked after by a local authority. Parents and carers will be informed of the cost and any remission arrangements before tuition begins.

7. Swimming

The National Curriculum for physical education requires schools to provide swimming instruction in Key Stage 1 or Key Stage 2. The school will provide the required swimming and water-safety teaching as part of its curriculum.

No charge will be made for curriculum swimming lessons or for transport provided in connection with those lessons. The school may invite a voluntary contribution towards costs, but payment will not be compulsory and no pupil will be excluded because a contribution has not been made.

8. Remissions and financial assistance

The school recognises that some families may find it difficult to meet the cost of optional activities. Parents and carers who are concerned about affordability are encouraged to contact the Headteacher or school office in confidence before making a payment.

In addition to any statutory remission for residential board and lodging, the Governing Body may agree to reduce or waive charges for permitted optional extras where a family is experiencing financial hardship. When considering requests, the school may take account of eligibility for Pupil Premium or free school meals, individual circumstances and the funds available. Pupil Premium eligibility alone does not create an automatic statutory entitlement to remission.

Requests will be handled sensitively and confidentially. The school may ask for proportionate evidence of eligibility or financial circumstances. Any decision about discretionary assistance will be made fairly and consistently.

9. Payments, refunds and cancellation

Where a charge applies, the school will provide parents and carers with information about the amount, what it covers, when payment is due and how to pay. Any refund or cancellation arrangements will be explained when the activity is offered.

If the school cancels an activity for which a charge has been paid, it will normally refund the amount paid, except where a clearly explained, lawful and unavoidable cost has already been incurred on the parent's behalf. Any such circumstances will be considered individually.

If a pupil withdraws from an activity, the school will consider whether any costs have already been committed and will apply the arrangements communicated to families when the activity was booked.

10. Monitoring and review

The Governing Body is responsible for approving and reviewing this policy. The Headteacher is responsible for its implementation and for ensuring that requests for payment and voluntary contributions are consistent with it.

The policy will be reviewed at least every three years, and sooner if there are changes to legislation, statutory guidance or the school's circumstances.

Legislation and guidance

Education Act 1996, particularly sections 449–462.

Charges for Music Tuition (England) Regulations 2007.

Department for Education, Charging for school activities (May 2018).

The National Curriculum in England: framework document – physical education (swimming and water safety).

Headteacher	Chair of Governors
Name: C Hodgson Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____