



Claremont Primary School

A hub of educational excellence and innovation,
supporting and valuing everyone

Charging & Remissions Policy

Responsible person	Candi Roberts, Headteacher
Responsible governor	Chair of Resources
Responsible governor team	Resources for FGB ratification
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Policy reference	The Key Checklist

At Claremont we believe and recognise that the diversity of our community is one of our greatest strengths and assets. We are committed to ensuring that our pupils are treated fairly, and we have carefully considered and analysed the impact within this policy to promote equality of opportunity for all and we will use our position of influence as a school to work with all stakeholders to eliminate discriminatory barriers and ensure that our pupils have a sense of shared, common belonging and understanding

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1. Aims

Our 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
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a contribution towards the cost of the activity is requested.

3. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

4. Roles and Responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Governing Body of Claremont Primary School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher and if necessary, consulted with the Chair of the Governing Body.

4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision

- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as ‘optional extras’. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil’s parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Claremont Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours may be remitted for pupils in receipt of Free School Meals at the request of the family to the Headteacher.

In addition, some children excel and go on a significant journey with music; a journey which they continue and take through their whole educational voyage. They may be gifted and talented in music. Music may take them towards a future of orchestras, musicals, bands and performances. Parents may be eligible for the Assisted Instruments Purchase Scheme at the bottom of the webpage: [Claremont Primary School - Clubs and Music Lessons](#)

There is no charge for vocal or instrumental tuition for children in Local Authority Care. This includes instruments, music books and exam fees.

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. If the residential trip involves Outdoor Adventure Activities, then these will also be charged, alongside the board, transport and lodging. If parents are experiencing financial difficulties, they are invited to contact the Headteacher in confidence.

7. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invite parents to make a contribution to cover the cost of the trip. All contributions are voluntary. **There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school does not receive sufficient voluntary contributions, they may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. However, no child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Sporting events which require transport expenses
- Outdoor adventure activities
- Visits to the theatre

- Musical events
- Theatre companies visiting the school
- Workshops delivered by visiting companies

8. Activities Outside School Hours

No charge is made for activities that are outside of school hours (optional extras) and are part of the National Curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Staff costs
- Entrance fees
- Insurance costs

9. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, 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.

10. School meals

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day, in line with the agreed provision supplied by our catering provider.

11. Other charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g., photocopying.

12. Remissions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee element of Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with on an individual basis and confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

13. Inability or unwillingness to pay

Claremont Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. However, if there is then insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who could not or did not want to make the payment will not be disclosed under any circumstances.

Appendix 1: template letter of response to request for assistance

Dear Parent/ Guardian (or personalise with name)

Thank you for your request for assistance to support payment for your child's trip (again personalise name and which trip). You may be aware that the school has a charging and remissions policy; I enclose a copy. This can also be found on the school's website. This Policy is written within the guidelines of Kent County Council.

As a school, we find there is enormous value to the education and well-being of a child in participating in these extra-curricular activities, particularly the year 6 residential trip when the children are leaving school and the friends, they may have been with for 7 years. The school finds it is of great help for them to adjust to new experiences which they will meet when starting secondary school.

As a school we deal with any request confidentially and equitably.

A family's financial situation can change, and the school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

In addition, as stated in the policy, there is a timeline for parents to pay and we would be happy to discuss a more individual plan which meets the needs of your family.

The school budget does not receive income from Kent County Council (KCC) or other sources to fund school trips which is why we need to ask for parental contribution. Money if allocated, to pay for an individual child would have to be sourced from other areas of the school budget. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher and Chair of Governors/Chair of Resources, and may also be limited by budget constraints.

Please contact the school by email or letter when you have the relevant information and the school can arrange a meeting to further discuss the issue.