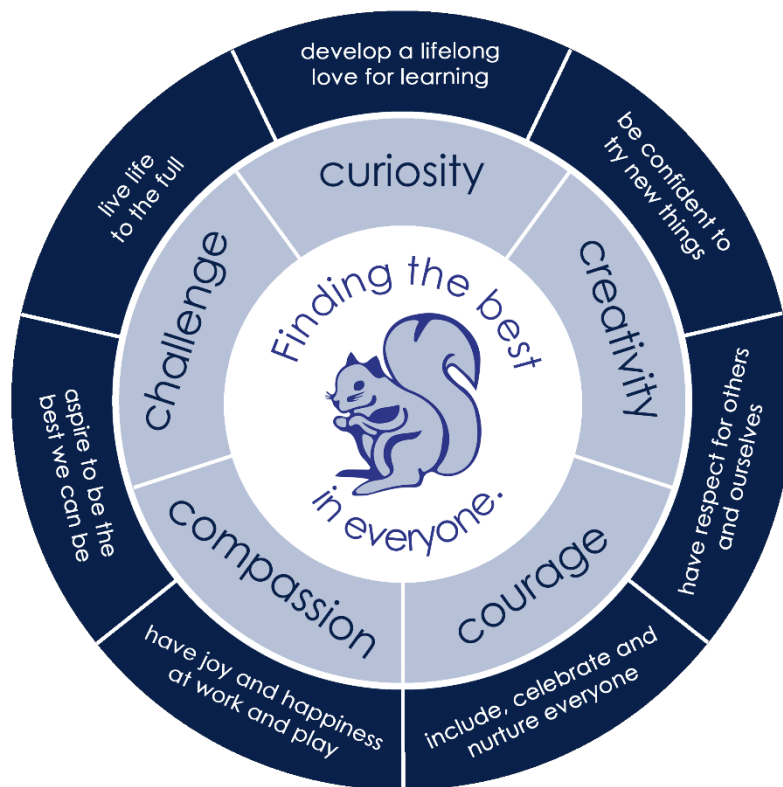




# Felbridge Primary School

*Finding the best in everyone.*

## Charging And Remissions Policy Spring 2026



**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Revised/Written by:</b>	Emma Warland/Emma Thorp
<b>Presented to Governing Body</b>	February 2026
<b>Date for Review</b>	Spring 2027
<b>Status</b>	Statutory

## **1. Introduction**

Felbridge Primary School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of these wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances. 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. Academies are required to comply with this Act through their funding agreements.

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

The Head teacher monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed annually by the Headteacher and Governing Board.

### **Definitions**

**Charge:** a fee payable for specifically defined activities

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

### **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 board also has overall responsibility for monitoring the implementation of this policy.

### **Headteacher**

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

### **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.

### **Parents**

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

## Charges

### Education charges

- Pencil cases should be brought into school from KS2 (Year 3-6) containing whiteboard pen, HB pencil, eraser, pencil sharpener, ruler and glue stick
- Other optional extras (see section below)
- Music and vocal tuition, in limited circumstances (see section below optional extras)
- Certain early years provision
- Community facilities
- 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
  - ❖ Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

### 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
- 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)

### Extra-Curricular Clubs

Currently there are five school clubs run by outside providers:

- Dance Club
- Pottery Club
- Gymnastics
- Dodge ball
- Multi-sports
- Lacrosse

These clubs are run outside the school day and are therefore considered to be optional extras. Parents are charged for their provision.

Children may also opt to attend clubs run by members of staff after school. Currently we do not charge for these clubs although they are still considered to be optional extras. There may be a small charge for any materials used in a club where the finished article is taken home.

### **Breakfast and After School Club**

A Breakfast Club was set up in January 2011 and runs before the start of the school day. It is open for use by all pupils at the school and parents are charged per session. Parents are able to use childcare vouchers to pay for these sessions.

An After School Care Club, Squirrel's Den, was set up in January 2015 and runs after the end of the school day. It is open for use by all pupils at the school and parents are charged per session. Parents are able to use childcare vouchers to pay for these sessions.

### **Music Tuition**

GrooveLine Music Education offer peripatetic lessons based at the school for vocal or instrumental tuition groups of pupils. This tuition is provided at the request of the pupil's parent, and will be charged by GrooveLine Music Education. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

We will not apply charges:

- 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 program
- For a pupil who is looked after by a local authority

### **Day Trips**

- Charges levied for the trips will represent the actual cost of the trip. No profit will be made.
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the costs of their child's participation.
- Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day.
- Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or to use it to reduce the remit of the charge for individual children who would not be able to participate due to financial hardship.
- Children will be treated equally regardless of the amount of voluntary contributions made by their parents.

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

- Visits to museums and off-site educational experiences
- Outdoor adventure activities
- Visits to or by a theatre company
- Visits by an educational experience e.g. workshops, stargazing evening
- Musical events
- Bikeability
- Swimming (beyond the statutory requirements of the National Curriculum)

### **Experiences offered in School**

- Felbridge Primary School is committed to providing enhanced learning experiences.
- The cost of providing these experiences may be met by a voluntary contribution, donations from the FoFPS, or from parents of children within the class/classes that it will benefit.
- It is not expected that there will be any profit made. Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.
- No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.
- Once a voluntary contribution has been made, there will be no reimbursement for absenteeism on the day.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.
- The school may charge for clubs outside the normal school hours that are not part of the National Curriculum. The cost of these will be for materials, resources or staff. Charges will not exceed the cost of the optional extras divided by the number of pupils participating.
- **An email/information will be sent to parents which will explain how the charges are calculated.**

### **Residential Trips**

- Charges levied for the residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.
- An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. The initial deposit is non-refundable should a child subsequently not participate in the trip. A request for a refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required. A refund will not be given if the school is charged by the residential provider.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or to use it to reduce the remit of the charge for individual children who would not be able to participate due to financial hardship.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.
- By consenting on Arbor and paying a deposit, the parent declares their intent to making payment for the trip.

Currently Year 6 undertake a weeklong residential visit in the Autumn term which is based around outdoor adventure activities and Year 4 undertake a three-day residential visit in the Spring term based around activities on environmental issues. Both residential visits cover aspects of the National Curriculum.

The Governing Body reserves the right to charge for damage and loss of school property.

The Governing Body ensures that the policy is published on the school website and will undertake a review of the policy annually.

## **Remissions**

In some circumstances, the school may decide not to charge for items or activities in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

**Relevant benefits** (these have been aligned with free school meals criteria)

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits and will be entitled to support for experiences offered:

- Income support
- Income based Jobseekers Allowance
- Income –related Employment & Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the sum given in the Revenue and Customs rules
- the guaranteed element of pension credit
- Working Tax credit run on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Parents or carers would be asked to provide evidence of the support that they are receiving in confidence.

### **2. Other Charges**

A charge may be made to parents for the cost of materials used in an art or technology activity where the finished article is offered to parents for their child to keep (e.g. pottery, needlework, cookery).

A charge may also be made to parents for the repair of any wilful damage or the replacement of lost or damaged school property.

### **3. School Fund**

At the start of the school year parents are invited to make a voluntary donation of £20 to the school fund for each child attending the school. The school fund is used to provide additional items not covered by the delegated budget e.g. class Christmas parties and enrichment activities.

### **4. Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. The following guidelines will be followed:

- Where possible we will endeavour to communicate any educational visits at the beginning of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- If necessary, and by prior arrangement, parents may continue to pay by instalments beyond the date of a trip.

### **5. Monitoring and Evaluation**

The governing body will monitor the impact of this policy by receiving a termly report on those activities resulting in charges being requested and any subsidies awarded (without giving details of families).

### **6. Review**

The policy will be reviewed annually.