



'Aim High Be Happy'

Charging and Remission Policy

Policy Control	
Responsible Person:	Headteacher
Responsible Governor Team:	Finance
Approved by Governors:	February 2026
Date due for review:	February 2027

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

At Sandhurst Primary School, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best; we are deeply aware that children only get one chance at their primary education and it is our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day that they join us and throughout their school lives so that when they leave us, they have a love of learning for the rest of their lives.

Our School Values

Sandhurst Primary School values

With **kindness** in our hearts,
we find **enjoyment** in our learning and
seek **challenge** in all that we do.

and all our stakeholders are encouraged to *reflect* upon their learning and their actions.

1. Introduction

Sandhurst Primary School is committed to providing all pupils with full and equal access to a broad, balanced and enriching curriculum, regardless of their family circumstances.

The Governing Body recognises the valuable contribution that educational visits, visitors, residential experiences, clubs and other activities make to pupils' education and personal development. We aim to provide a wide range of opportunities while ensuring that financial circumstances do not create unnecessary barriers to participation.

This policy sets out the circumstances in which the school may make charges, request voluntary contributions or remit charges.

The policy has been prepared in accordance with:

- the Education Act 1996, particularly sections 449–462;
- Department for Education guidance, *Charging for School Activities*;
- current Department for Education guidance for maintained schools.

The Governing Body will keep this policy under review.

2. Principles

The school will not charge for education provided during school hours except where legislation specifically permits a charge.

No pupil will be excluded from an activity provided during school hours because their parent or carer is unable or unwilling to make a voluntary contribution.

Where charges are permitted, they will not exceed the actual cost of providing the activity. The school will not seek to make a profit from charges to parents.

Where appropriate, the school will consider remission or financial assistance to ensure that pupils are not unnecessarily prevented from participating because of financial hardship.

3. Education During School Hours

There will be no charge for:

- education provided during school hours;
- admission to the school;
- education provided outside school hours where it is part of the National Curriculum;
- education provided outside school hours where it forms part of religious education;
- materials, books, instruments or other equipment necessary for education provided as part of the curriculum, subject to the exceptions described in this policy;
- transport provided in connection with an educational visit or activity where the school is legally required to provide that transport free of charge.

For the purposes of charging, the school day does not include the break in the middle of the day.

4. Voluntary Contributions

The school may ask parents and carers for voluntary contributions towards the cost of activities, visits or experiences that enhance pupils' education.

Any request for a voluntary contribution will make clear that:

- the contribution is voluntary;
- there is no obligation to contribute;
- no pupil will be excluded because their parent or carer is unable or unwilling to contribute;
- pupils whose parents do not contribute will not be treated differently from other pupils.

There is no limit on the level of voluntary contribution that may be requested, provided it is genuinely voluntary.

Where an activity cannot be funded without sufficient voluntary contributions, the school may have to cancel the activity. This will be made clear to parents when contributions are requested.

The school may use its own funds, fundraising or other appropriate sources of funding to support an activity where necessary.

5. Activities Partly During School Hours

Where an activity takes place partly during and partly outside school hours, the school will apply the statutory rules for determining whether the activity is regarded as taking place within or outside school hours.

Where 50% or more of the time spent on a non-residential activity, including any connected travelling time falling within school hours, takes place during school hours, the activity will be treated as taking place during school hours for charging purposes.

Where less than 50% takes place during school hours, the activity may be treated as taking place outside school hours and a charge may be made where the activity is an optional extra and charging is otherwise permitted.

6. Optional Extras

The school may charge for certain activities provided wholly or mainly outside school hours where these are not:

- part of the National Curriculum;
- part of religious education; or

These are known as **optional extras**.

Examples may include:

- some after-school clubs;
- additional sporting activities;
- drama, dance or other enrichment clubs;
- certain educational visits taking place mainly outside school hours;
- activities provided by external organisations;
- wraparound or extended-day provision.

Participation in an optional extra will be based on parental choice. Where a charge is to be made, parental agreement to meet the charge will be required before the pupil takes part.

Any charge made for an optional extra will not exceed the actual cost of providing the activity.

Charges may include appropriate costs for:

- materials, books, instruments or equipment;
- non-teaching staff;
- teaching staff engaged specifically to provide the optional extra, where charging for their involvement is legally permitted;
- buildings and accommodation;
- transport;
- entrance fees and other directly attributable costs.

The school will not charge parents who are able to pay more in order to subsidise pupils whose parents are unable or unwilling to pay.

7. Extended Day and Wraparound Provision

The school may make charges for optional extended services such as:

- breakfast clubs;
- after-school clubs;
- wraparound childcare;
- holiday activities or other optional extended services.

Charges will be determined with regard to the cost of providing the service and any applicable statutory requirements.

Where appropriate, information about available financial support will be signposted to families.

8. Residential Visits

The school will not charge for education provided on a residential visit where the education must be provided free of charge under the Education Act 1996.

The school may, however, charge for the actual cost of **board and lodging** on a residential visit.

The charge for board and lodging will not exceed the actual cost incurred.

Where parents meet the statutory eligibility criteria for remission, the school will provide full remission of board and lodging charges where required by law.

Eligibility will be determined using the current statutory criteria at the time of the residential visit. This includes qualifying families receiving relevant means-tested benefits, including Universal Credit where the statutory conditions are met.

Parents or carers who believe that they may qualify for remission or require financial assistance are encouraged to contact the Headteacher or school office in confidence.

The school may also use its discretion to provide additional financial assistance in cases of hardship, subject to available funds.

9. Music Tuition

The school may charge for instrumental or vocal tuition provided to individual pupils or groups of pupils where this is permitted by legislation.

Charges may be made where the tuition is provided at the request of the pupil's parent or carer and is not tuition that the school is required to provide free of charge.

There is no requirement for chargeable group tuition to be limited to groups of four pupils.

No charge will be made where instrumental or vocal tuition forms part of the National Curriculum or where legislation otherwise requires the tuition to be provided without charge.

Where tuition is provided by an external music service or peripatetic teacher, parents will be informed of the arrangements and charges before tuition begins.

10. Materials and Ingredients

The school will normally provide materials and equipment required for curriculum activities free of charge.

However, parents may be invited to provide materials or ingredients for practical activities where they have indicated in advance that they wish to own the finished product.

For example, this might apply to particular cooking, craft or design activities where the finished item is intended to be taken home.

No pupil will be disadvantaged in accessing the curriculum because their parent is unable or unwilling to provide materials.

11. Damage to or Loss of Property

The school may seek payment from parents or carers where school property has been:

- deliberately damaged;
- deliberately lost; or
- damaged or lost as a result of a pupil's inappropriate behaviour or neglect.

This may include books, equipment, furniture, premises, ICT equipment or other school resources.

The school may also seek payment where property belonging to a third party has been damaged or lost and the cost has been charged to the school.

Any charge will normally be limited to the reasonable cost of repair or replacement.

The Headteacher will consider the individual circumstances of each case, including the pupil's age, circumstances surrounding the incident and any financial hardship.

The school will not routinely charge for accidental damage resulting from normal use.

12. Examination Fees

Although this is unlikely to apply routinely in a primary school, the school will not charge for entering a pupil for a prescribed public examination where the pupil has been prepared for that examination by the school.

Where legislation permits charges in relation to examinations, these will be considered on an individual basis and in accordance with current Department for Education guidance.

13. Other Charges

The school may make reasonable charges for other services where permitted by law, provided that charges do not exceed the cost of providing the service.

Any charges relating to requests for information will be dealt with in accordance with the school's:

- Freedom of Information Policy;
- Data Protection Policy; and
- obligations under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Subject access requests will not normally attract a fee except in the limited circumstances permitted by data protection legislation.

14. Remissions and Financial Hardship

The Governing Body is committed to ensuring that financial hardship does not unnecessarily prevent pupils from benefiting from educational opportunities.

The school will provide full remission where this is required by law.

In other circumstances, the Headteacher may consider providing full or partial financial assistance where a family is experiencing financial hardship.

Support may be provided through:

- the school's delegated budget where appropriate;
- fundraising;
- grants or charitable funding;
- Pupil Premium funding where its use is appropriate and consistent with the purpose of that funding;
- other available school funds.

Requests for financial assistance will be dealt with sensitively and confidentially.

Parents and carers experiencing financial difficulty are encouraged to speak privately to the Headteacher or school office.

15. Calculating Charges

Where a charge is permitted, it will be calculated using the actual cost of providing the activity.

The school will not:

- seek to make a profit from charges;
- charge one pupil more in order to subsidise another pupil;
- include costs that are not directly attributable to providing the activity.

Where appropriate, the school will seek best value when arranging visits, activities and services.

16. Supporting Families

The Governing Body recognises that the cumulative cost of school activities can place pressure on family finances.

Wherever practicable, the school will:

- give parents as much notice as reasonably possible of planned visits and their approximate cost;
- offer instalment arrangements for more expensive activities and residential visits;
- consider reasonable requests for alternative payment arrangements;
- avoid allocating places on a simple "first to pay, first served" basis where this could disadvantage families experiencing financial hardship;
- seek good value for money when organising activities;
- consider financial assistance where appropriate;
- ensure conversations about financial difficulty are handled sensitively and confidentially.

Our aim is to ensure that all pupils have access to the rich range of experiences offered by Sandhurst Primary School wherever reasonably possible.

17. Responsibilities

The Governing Body

The Governing Body is responsible for:

- approving the Charging and Remissions Policy;
- keeping the policy under review;
- ensuring that charges made by the school comply with legislation and Department for Education guidance;
- ensuring appropriate arrangements are in place for remission of charges.

The Headteacher

The Headteacher is responsible for:

- implementing this policy;
- ensuring staff understand when charges and voluntary contributions may be requested;
- ensuring communications with parents clearly distinguish between charges and voluntary contributions;
- considering applications for remission or financial assistance;
- ensuring that no pupil is treated differently because their parent has not made a voluntary contribution.

Staff

Staff organising visits or activities must:

- obtain appropriate approval before requesting payments from parents;
- ensure that any communication makes clear whether a payment is a charge or a voluntary contribution;
- treat information about family finances confidentially;
- ensure pupils are not made aware of which families have or have not contributed.

18. Monitoring and Review

The Governing Body will monitor the implementation and effectiveness of this policy through the school's normal financial monitoring arrangements.

Information about remissions or financial assistance will be treated confidentially, and individual pupils or families will not be identified in reports to governors unless there is a legitimate reason to do so.

This policy will be reviewed annually, or earlier if there is a significant change in legislation or Department for Education guidance.