

Kings Road CPS



Charging and Remissions Policy

Author	Darren Morgan (Headteacher)
Date	October 2026
Date Ratified by Governors	19.10.26
To be reviewed	October 2027

CONTENT

1. Aims
2. Legislation and guidance
3. Definitions
4. Introductions
5. Roles and Responsibilities
6. Where charges cannot be made
7. Where charges can be made
8. Voluntary contributions
9. Activities we charge for
10. Remissions
11. Monitoring arrangements

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

Legislation

This policy is based on the Education Act 1996 (sections 449–462), the current Department for Education statutory guidance 'Charging for school activities' (most recent update), and any relevant local authority guidance. It will be reviewed and updated to reflect statutory or guidance changes, including guidance published after 2026. It should be read alongside the school's financial procedures.

Definitions

Charge: a fee payable for specifically defined activities

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

Introduction

The staff and Governors of Kings Road Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

This charging and remissions policy sets out how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Voluntary contributions

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. Children of parents who do not wish to contribute, will not be treated any differently.

Where there are insufficient contributions to make the activity viable, the activity will be cancelled. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a

voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school or the school fund support costings in order to support the visit.

Children who qualify for Pupil Premium funding may have the whole or part cost of trips funded from the pupil premium grant.

All parents have a right to know how each trip is funded and the school is happy to provide this information upon request.

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
- Outdoor adventure activities
- Visits to the theatre
- Visiting speakers / entertainers

Baking & making activities

In our EYFS we invite voluntary termly contributions towards practical, hands-on activities such as baking, sensory exploration and craft sessions. These contributions help cover consumable materials (for example ingredients, craft resources and specialist sensory materials) and allow us to offer a wider range of enriching experiences.

Contributions are entirely voluntary; no child will be excluded from an activity, treated differently or charged for curriculum entitlement if a family chooses not to contribute. Parents who do not contribute will not be chased for payment. Families who are experiencing financial difficulty should speak in confidence to the Headteacher; the school will endeavour to use pupil premium or other school funds to ensure children can take part.

We always request the funds in writing and publish how the funds have been used.

No charges will be made for:

- Education provided during school hours, including supply of materials, books and instruments where needed for curriculum study.
- Education provided outside school hours if it is part of the National Curriculum, part of the school's basic curriculum for religious education, or part of a syllabus for a prescribed public examination for which the pupil has been prepared by the school.
- Tuition in playing a musical instrument where this tuition is provided as part of the National Curriculum or is required by the curriculum.
- Transport provided in connection with an educational visit that takes place during school hours

Chargeable activities:

Charging decisions are the responsibility of the Headteacher in accordance with the governing body's delegated powers. Where the school charges for activities, charges will be calculated to cover only the actual costs of the provision (including staff, travel, materials, insurance, and administration) and neither to make a profit nor to subsidise other pupils. Charges will not exceed the cost per pupil. The school may recover the full costs of the following activities, which maybe provided directly or through commissioned services:

- Educational or other activities provided wholly or mainly outside school hours, which are not:

- Part of the National Curriculum
- Part of a syllabus for prescribed public examination, which the pupil, being prepared for at school
- Part of religious education
- Transport, insurance, board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including resits where no preparations, had been provided by the school
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

The school uses School-Grid for payments where possible. For families unable to use digital systems, alternate arrangements are provided via the school office.

Other out-of-school activities

We provide opportunities for other out-of-school activities run by outside providers, for example sport, science, music and foreign languages for which a charge maybe made. Sometimes, charges are levied directly by the outside provider, and sometimes by the school.

Swimming

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place

Remission

Criteria for qualification for remission

Children of parents/carers who are in receipt of any of the following are eligible for remission of charges for board and lodging on residential trips and may be eligible for assistance with other charges:

- Income Support
- Income-based Jobseeker's Allowance
- Universal Credit (when net household earnings are below the equivalent threshold)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (where Working Tax Credit is not received and household income, as assessed by Her Majesty's Revenue and Customs, is below the threshold)
- Parents who feel they have other special circumstances requiring assistance with payment, will be, offered, an appointment to discuss these with the Head teacher. The final decision with regard to assistance payments lies with the Head teacher.

Parents eligible for remission should contact the Headteacher. All requests will be considered confidentially. The school may use Pupil Premium, school discretionary funds or charitable funds to support costs.

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. To this end, we will try to adhere to the following guidelines: -

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead
- For more costly trips, we will put a system in place for parents to pay in instalments.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and will avoid that method of selection.
- Other parents do not subsidise children who make no contribution
- Financial support for extra-curricular trips should be sought at the beginning of each academic year from charitable associations
- Funding available will be used to subsidise or meet the full costs of a school trip for the child/children who would otherwise miss out on an important part of his/her education.
- No child will be stopped from going on a school trip or event, for which a charge is made because his/her parents are unable to meet the cost.

Refunds

Should a child be unable to take part in an activity organised by school for a genuine reason e.g. illness, the school will endeavour to refund the monies paid in their entirety. However, where monies have been paid towards a residential and the company implements a sliding scale for late withdrawal, the school will only be able to recover that amount as laid out in the terms and conditions supplied by the provider. Letters will inform parents when payments are non-refundable at the outset.

Charges for music tuition

Where tuition in playing a musical instrument (or vocal tuition) is provided to a pupil individually or in a group and is not part of the National Curriculum or examination syllabus, the school may charge for the cost of the tuition. Charges will be published in advance, and parents will have the option to withdraw from chargeable tuition with appropriate notice.

Third-party providers & commercial arrangements

When outside providers run activities or trips, the school will ensure contracts/agreement cover safeguarding checks, insurance, DBS checks (where staff work unsupervised with pupils), and clear billing arrangements. The school will ensure compliance with the DfE guidance on providers and obtain a copy of insurers' liability cover for third-party providers used on residential and day visits

Equality of opportunity

This policy supports the school vision and values by ensuring equitable access to enrichment activities. The school will prioritise support for disadvantaged pupils (pupil premium) to ensure they benefit fully from curriculum enrichment and extracurricular opportunities, supporting our priorities for curriculum access.

All of our trips and activities will be planned sensitively this is to ensure that children can have access and none is discriminated against in relation to gender, race or ability.

Confidentiality

Applications for remission and any sensitive financial information provided by parents will be treated in confidence and stored in accordance with the school's data protection policy (GDPR). Only staff with a legitimate need will see this information

Monitoring of this policy

This policy is to be, reviewed every three years, or sooner if statutory guidance changes.