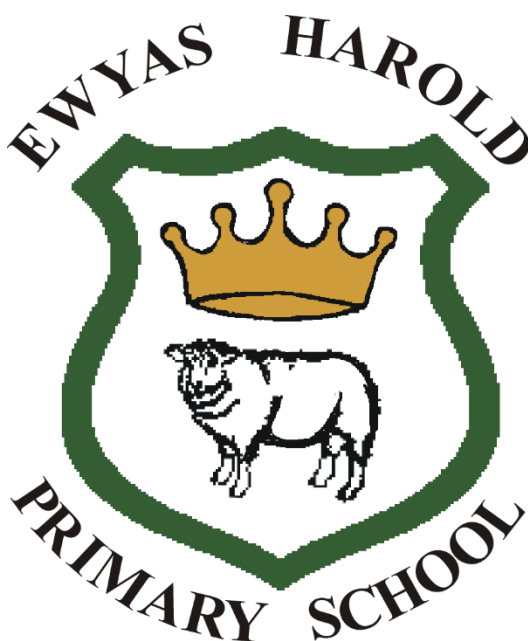


# Ewyas Harold Primary School



## Charging and Remissions Policy

Revision date	Feb 2026
Ratified by	FGB
Ratification date	Feb 2026
Review term	Annual
Next review date	Spr 2027

## INTRODUCTION

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.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

## CHARGING FOR VISITS

### 1. All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- a) the total cost of the visit;
- b) how much of the cost will come from school budget (as in the case of field trips);
- c) how much each parent will need to pay or be asked to voluntarily contribute towards the cost of the visit;
- d) how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- e) use of any surplus funds, i.e. will they be returned to parents or retained for future visits?
- f) Contributions in excess of the asking amount stated in 1c) would be welcomed.

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

### 2. During Normal School Hours

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions may equate to the total cost of the visit and pupils whose parents/guardians do not contribute cannot be discriminated against.

Parental permission should be obtained in one of two ways:

- a) Parents sign a declaration which contains, e.g.:
  - i. I understand that current legislation permits the School to ask for voluntary contributions towards the costs involved;
  - ii. that no pupil will be discriminated against on the grounds of inability to pay;
  - iii. that if insufficient voluntary contributions are received, the trip may be cancelled.
- b) Signed Slip received back from parents.

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

*"As we are travelling by coach, a small cost will be incurred. Current legislation permits us to ask only for voluntary contributions towards the costs involved. No pupil will be discriminated against on the grounds of inability to pay. A voluntary contribution of £\_\_\_ would be appreciated. If insufficient voluntary contributions are received, the trip may be cancelled"*

### 3. Outside Of Normal School Hours/Optional Extras

The Headteacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- a) falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays or weekends is an optional extra.
- b) does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for pupils whose families do not meet the full charge.

### **INSTRUMENTAL TUITION**

Grants will be sought where possible but otherwise charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

### **BROKEN EQUIPMENT (REPLACEMENT)**

The Governors can allow the Headteacher to ask pupils and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the pupil's part.

### **FREEDOM OF INFORMATION REQUESTS**

Under the FoI publication scheme we reserve the right to charge 10p per sheet for producing hard copies of any document requested. This is to cover photocopying costs.

### **REMISSIONS**

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

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

- a) Universal credit in prescribed circumstances
- b) Income Support
- c) Income Based Jobseekers Allowance
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- f) The guarantee element of State Pension Credit
- g) An income related employment and support allowance that was introduced on 27 October 2008