Little Ealing
PRIMARY SCHOOL

Policy	**Charging and Remissions**
Last amendment date	**October 2026**
Renewal cycle	**Annual**
RENEWAL DATE	**October 2027**

1.0 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 be made

2.0 Legislation and guidance

This policy is based on the Department for Education (DfE) advice 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 maintained schools in England.

3.0 Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4.0 Roles and responsibilities

4.1 The Governing Body

The Governing Body is responsible for approving the charging and remissions policy but can delegate this to a committee, an individual Governor or the Headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy and being applied consistently.

4.3 Staff

Our 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 Senior Leadership Team 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.

5.0 Where charges cannot be made

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

5.1 Education

Admission applications

Education provided during school hours (including the supply of any materials, books, instruments or other equipment – excluding stationary)

- Education provided outside school hours if it is part of:

1. The national curriculum
2. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
3. 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

- Entry for a prescribed public examination if the pupil has been prepared for it at the school

- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) 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 Body or local authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

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:
  1. The national curriculum
  2. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  3. Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6.0 Where charges can be made

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

6.1 Education

- Any materials, books, instruments or equipment where the child's parent wishes them to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- Stationary

6.2 Optional extras

We can charge for activities known as 'optional extras'. In these cases, the school 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:
  1. The national curriculum
  2. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  3. 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/Governing Body has arranged for the pupil to be provided with education)
- Transport, 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 regarding 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 participate in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity occurs during school hours, the charge cannot include the cost of alternative provisions for those pupils who do not wish to participate.

Parental agreement is necessary to provide an optional extra, which is to be charged for.

6.3 Music Tuition

The school 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

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7.0 Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school can ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include trips, visits and activities.

There is no obligation for parents to contribute, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school cannot raise enough funds for an activity or visit, it will be cancelled.

8.0 Activities this school charges for

The school will charge for the following activities:

Breakfast club – charged at £4.50 per session.
Nursery PM sessions – charged at £26.00 per session.

9.0 Remissions

In some circumstances, we may offer part remission for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 **Remissions for residential visits**

Parents who can prove they receive benefits can apply for a reduction of cost of transport, board and lodgings for residential visits:

The school encourages parents/carers to apply, in the strictest confidence, for the remission of charges in part or in full (form attached).

Little Ealing Primary School

Parent / Carer Application for a reduction in charges or voluntary contributions for school trips

This form will be treated in the strictest confidence by the school

Pupil Details			
Name:		**D.O.B:**	
Class:			
Trip Details			
Venue:			
Date:			
Cost:	**£**		
Parent / Carer Details			
Name:	**(print)**		
	(signature)		
Tel No:			

Reason for Application	
1. Student eligible for Free School Meals within the last 6 years (if unsure of dates say YES – the school can check when the form is received	YES / NO
2. Other reasons for applying The school uses eligibility for FSM as an indicator of financial hardship. If your child is not eligible for FSM and you want a reduction in the cost of a trip you need to provide reasons why, in the space below. Please provide as much detail as possible. This may include, for example, sending copies of benefit statements. All information will be treated in confidence. If you are able to pay but need more time, this can be agreed. Please provide details below of what you can pay and when.	
Please return this form to the School Office. We will contact you regarding this application as soon as possible.	