ESTCOTS PRIMARY SCHOOL

Charging and Remissions Policy

Reviewed September 2026

Estcots Primary School Charging and Remissions Policy

Purpose of the policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Estcots Primary School's school activities.

Introduction

Estcots Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure 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

Where education provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc during school hours. Estcots Primary School follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018. https://www.gov.uk/government/publications/charging-for-school-activities

No compulsory charge will be made for any activity which takes place wholly or mainly during school hours. Any contribution is entirely voluntary and the pupils of the parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity WILL be cancelled.

Arrangements

To ensure good practice and compliance with the necessary regulations it is expected that:

All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement.

Residential Trips

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within the school hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

Children whose parents are in receipt of the following payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances
- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit

- Guaranteed element of State Pension Credit

An activity is deemed to take place out of school hours if 50% or more time spent on the activity occurs out of school week and is not a requirement of the syllabus for a public examination or is not to do with the National Curriculum or religious education. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents/carers in receipt of the allowances identified above have the same entitlements.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of the national curriculum or a public examination syllabus or is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme. For other musical tuition, charges will be made for individuals or groups up to 6 to play musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the LA (within the meaning of section 22(1) of the Children Act 1989).

Monitoring and Review of Policy

The Governing Body will review this policy every 3 years, and as necessary due to changes in legislation**.**

Adopted September 2018
Reviewed September 2022 – No changes
Reviewed September 2025 – No changes
Reviewed September 2026 – No changes