



# **CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES**

Updated: March 2025  
Status & Review Cycle: Statutory, Annual  
Next Review Date: March 2026 (or when guidance is updated)



[Click here to see the Tandridge Learning Trust Finance Policy](#)

### **Aims**

Tatsfield Primary School is committed to the general principle of free education and recognises the valuable contribution that a wide range of activities, including school visits and residential experiences, can make towards all aspects of children's education. It also believes that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parent's financial means.

The school 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:

- where possible we shall publish a list of residential visits at the beginning of the school year so that parents can plan ahead
- for residential visits we have established a system for parents to pay in instalments

### **Policy statement**

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- voluntary contributions may be requested
- charges will be made
- charges will not be made
- charges may be waived

### **Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

### **The Law states:**

- if the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset
- no child will be excluded from an activity because his or her parents are unable or unwilling to pay
- if insufficient contributions are received, the trip or activity may have to be cancelled
- if a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit

## Chargeable costs

The school reserves the right to make a charge for the following activities:

- **Music tuition** - music tuition for individuals or groups of pupils
- **Breakfast Club** - the provision of childcare between 7.15am-8.30am during term time.
- **After school clubs** – curriculum enrichment activities for an hour after school (no charge for pupils eligible for Free School Meals)
- **After-school care facility (Grasshoppers)** – the provision of childcare between the end of the school day and 6pm during term time.

## Activities outside school hours

The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as ‘optional extras’.

Charges may be made for these activities except where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below (time spent on travel counts in this calculation if the travel itself occurs during school hours))

## Residential activities held during school hours

Charges may be made for the board and lodging element of those residential activities during school hours. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children’s participation in any such activities for which a charge may be made.

However, pupils whose parents are in receipt of certain benefits (see remissions [policy guidance](#) below) may not be charged for board and lodging costs

Parents will be notified in advance of any ‘optional extras’ which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such things as:

- the pupil’s travel costs
- the pupil’s board and lodging costs
- materials, books, instruments and other equipment
- non-teaching staff costs
- entrance fees to museums, castles, theatres, etc.
- insurance costs

- the expenses only of participating teachers engaged on a separate contract for services to provide the ‘optional extra’

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

### **Non-Chargeable Costs**

Charges will not be made for the following:

- an admission application
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school’s basic curriculum for religious education
- tuition for pupils’ learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours, is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school’s basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, the school has agreed that Governors reserve the right with some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges may be waived.

Families may qualify for remission or help with charges if they are in receipt of:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support(IS)
- Income-based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- 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
- The Guarantee element of State Pension Credit
- Working Tax credit run-on – paid for 4 weeks after you stop qualifying for Working Tax credit

- Income- related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

Additional categories of parents may claim help with some costs in the following circumstances:

- specific individual circumstances that have caused temporary hardship
- recently moved into hardship but not yet receiving the benefits mentioned above
- made a specific request to the Headteacher for any other justifiable reason. The remission is at the Headteacher's discretion in these circumstances based on any evidence provided