



The Federation of Longhorsley and Whalton C of E Schools



*Love your Neighbour as yourself so we can all aspire, believe and achieve
to be the very best that we can be...*

Hope - Honesty - Forgiveness - Friendship - Trust - Love

Charging and Remissions Policy - updated February 2026

1. Aims

Our schools aims to:

- ❖ Have clear and consistent rules for charging and remissions
- ❖ Explain clearly what we can and cannot charge for
- ❖ Offer a wide range of activities while reducing financial barriers for families

2. Legislation

This policy follows:

- ❖ Department for Education (DfE) guidance on charging for school activities
- ❖ Education Act 1996 (Sections 449–462)

3. Definitions

- ❖ **Charge:** A fee for a specific activity
- ❖ **Remission:** Reducing or cancelling a charge

4. Responsibilities

Governing Board

- ❖ Approves and monitors this policy
- ❖ Delegates responsibility to the **Resources Committee**

Executive Headteacher

- ❖ Ensures staff understand and apply the policy consistently

Staff

- ❖ Apply the policy consistently
- ❖ Raise any uncertainties with the Executive Headteacher

Parents/Carers

- ❖ Contact the school with any questions or concerns

5. What We Cannot Charge For

Education

- ❖ Admission to the school
- ❖ Education during school hours
- ❖ Materials, books, instruments, or equipment needed for lessons
- ❖ National Curriculum activities (inside or outside school hours)
- ❖ Religious education

Transport

- ❖ Transport the local authority is legally required to provide
- ❖ Transport to another education site arranged by the school or LA
- ❖ Transport for educational visits (voluntary contributions may be requested)

Residential Visits

- ❖ Education during school hours
- ❖ Curriculum-based education outside school hours
- ❖ Supply teachers covering staff on residential visits

6. What We Can Charge For

Education

- ❖ Items parents wish their child to own
- ❖ Community facilities
- ❖ Optional extras - see below

Optional Extras

We may charge for activities that are:

- ❖ Outside school hours **and**
- ❖ Not part of the National Curriculum, exam syllabus, or religious education

These may include:

- ❖ Transport not required by law
- ❖ Board and lodging on residential visits
- ❖ Breakfast clubs, after-school clubs, and similar services

Charges:

- ❖ Will not exceed the actual cost per pupil
- ❖ Will not subsidise other pupils
- ❖ Require parental consent

7. Music Tuition

We may charge for instrumental or vocal tuition if:

- ❖ It is requested by parents/carers

We do not charge:

- ❖ Looked-after children
- ❖ Where tuition is a curriculum requirement

8. Residential Visits

- ❖ We may charge for **board and lodging only**
- ❖ Charges will not exceed the actual cost
- ❖ Families eligible for Free School Meals/Pupil Premium will receive **significant remission** of these costs

9. Voluntary Contributions

For some trips and activities, we may ask for voluntary contributions, including:

- ❖ Theatre visits
- ❖ Sports activities requiring transport
- ❖ Museum visits
- ❖ Outdoor and musical events

Key points:

- ❖ Contributions are voluntary
- ❖ Trips may be cancelled if insufficient funds are raised
- ❖ No child will be treated differently if a contribution is not made

10. Activities We Charge For

- ❖ **Music lessons:** Paid in full by parents to the local authority's music service directly
- ❖ **After-school clubs:** Small charge applies; parental consent required
- ❖ **Milk:**
 - Free for children under 5
 - Available to older children via paid subscription
- ❖ **Swimming:**
 - Takes place during school hours and is part of the national curriculum, however, voluntary contributions are requested to help cover costs so that all children can learn this vital life skill from Reception to Year 4

Charges are:

- ❖ Set by the Governing Board
- ❖ Reviewed annually in April
- ❖ Shared with parents in July

11. Remissions

The school may reduce or remove charges at the discretion of the Governing Board.

Residential Visits – Automatic Remission

Parents/carers receiving the following benefits will not be charged for board and lodging:

- ❖ Income Support
- ❖ Income-based Jobseeker's Allowance
- ❖ Income-related ESA
- ❖ Immigration and Asylum support
- ❖ Guaranteed Pension Credit
- ❖ Child Tax Credit (income under £16,190, no Working Tax Credit)
- ❖ Working Tax Credit run-on
- ❖ Universal Credit (income under £7,400 per year)

12. Monitoring and Review

- ❖ The Resources Committee monitors all charges and remissions
- ❖ This policy is reviewed and approved annually