Charging and Remissions Policy September 2026

Date Written: September 2026

Date approved: October 2026

Approved by: Finance and Premises Committee

Date of next review: September 2027

1. Aims

Dunmore Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will endeavour to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which might otherwise prevent pupils taking full advantage of the opportunities.

2. Legislation & guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, section 449-462, which set out the statutory regulations and law on charging for school activities in England. We are required by our funding agreement with the DfE to comply with these.

3. Definitions

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

4. Roles and responsibilities

The Governing Body of Dunmore Primary has overall responsibility for approving the charging and remissions policy. The Headteacher is responsible for ensuring staff are familiar with the charging and remission policy, and that it is being applied consistently. Staff are responsible for implementing this policy consistently and notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. Parents and Carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

a) An admission application to the school;
b) Education provided during school hours (including the supply of any materials, books, instruments, or other equipment);
c) Education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education;
d) Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent or carer;
e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
f) Education provided on any trip that takes place during school hours;
g) Education provided on any trip that takes place outside school hours
I. if it is part of the National Curriculum, or
II. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
III. part of the school's basic curriculum for religious education;

h) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
i) Transport provided in connection with an educational visit.

6. Where charges can be made

Below is a list of what the school can charge for:
• Any materials, books, instruments, or equipment, where the pupil's parent wishes them to own it
• Music and vocal tuition, in limited circumstances
• Certain early years provision
• Optional extras (description below)
Optional Extras

Charges may be made for optional activities that are known as 'Optional Extras'.

Any charges made will not exceed the actual cost (per pupil) of provision. It is the policy of the school that charges will (or may) be made as indicated below. Parent/Carer agreement will be obtained before a charge is made.

a) Activities outside school hours

Residential and non-residential activities (other than those listed in Section 5, above) which take place outside school hours. It is important to note this applies only if most of the time spent on the activity takes place outside school hours, and travel time counts in this calculation if it occurs during school hours. See DfE guidance for full details of how school hours are calculated regarding school visits and trips.

b) Residential visit during school hours

The board and lodging costs of residential trips deemed to take place during school time. Pupils whose parents are in receipt of certain benefits (See section 9 below) will be exempt from paying the cost of board and lodging.

c) Music tuition

Music tuition for individuals or appropriately sized groups of pupils to play a musical instrument or to sing and which is not an essential part of the National Curriculum.

7. Voluntary contributions

Separately from the matter of charging, the school will 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. No pupil will be excluded from an activity because their parents are unable or unwilling to pay. Almost all trips and visits organised at Dunmore are of this nature.

However, if we are unable to raise enough funds for an activity or trip, then it may be cancelled.

*(**The Law says**: If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset; No child will be excluded from an activity because parents/carers are unable to pay; If insufficient contributions are raised, the trip or activity may have to be cancelled; If a parent/carer is unwilling or unable to pay, their child will be given an equal chance to go on the visit).*

8. Activities we charge for

Below is a list of some of the activities the school will charge for:
• Meals
• Before/after school clubs
• Some nursery provisions

For regular activities, the charges for each activity will be determined by the school and where possible, set before the start of the academic year.

9. Remissions

In order to remove financial barriers from pupils, the Governors have agreed that some activities and visits where charges can legally be made, may be offered at no charge or a reduced charge to Parents/Carers, in particular circumstances. This is reviewed on an individual basis by the Headteacher.

Pupils entitled to Pupil Premium may qualify for remission based on the school's pupil premium allocation and the activity/visit in question.

Qualification for help with charges:

Support is available for charges for materials, books, instruments, or equipment, where a parent wishes their child to own them.

Remission is available for charges for the board and lodging component of residential trips to the pupils whose parents do not have to pay for school lunches if they receive any of the following:

• Income support

• Income-based Jobseekers Allowance

• Income-based Employment and Support Allowance

• Support under part VI of the Immigration and Asylum Act 1999

• The guaranteed element of Pension Credit

• Child Tax Credit (provided that they are not also entitled to Working Tax Credit and the family's annual gross income does not exceed £16,190)

• Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

• Universal Credit (provided the family's annual net earned income is less than £7,400 per annum) Criteria and more information can be found here: www.gov.uk/apply-free-school-meals

10.Additional considerations

The Governing Body recognises its responsibility to ensure that our 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:

- We shall inform Parents/Carers as soon as possible of any planned trips.
- We have established a system for parents to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.