Cannington Church of England Primary School

Together we grow, flourish and thrive. Psalm 92. 12-15

Charging and Remission Policy

Status	Statutory
Responsible Person	Headteacher
Responsible Governor	Co-Chairs of Governor
Agreed by the Headteacher	01.04.26
Review period	Annually
Review Date	01.04.27

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1. Aims

The aims of this policy are to:

- Provide **robust and transparent processes** for charging and remissions.
- Clearly set out **which activities can and cannot be charged for**, and the basis for such decisions.
- Ensure all pupils can access a full range of learning opportunities, while minimising financial barriers.

2. Legislation and Guidance

This policy is based on:

- **Education Act 1996**, sections 449–462 (law on charging for school activities).
- **DfE statutory advice:** *Charging for School Activities* (current guidance still applicable in 2025–26).
- **Charges for Music Tuition (England) Regulations 2007*.
- **DfE Governance Handbook (2020)** and other associated guidance referenced in current school policies.

This policy applies to all school activities, including trips, clubs, materials, music tuition and residential visits.

3. Definitions

- **Charge:** A fee for specifically defined activities.
- **Remission:** Cancellation or reduction of a charge the parent would normally pay.

4. Roles and Responsibilities

4.1 Governing Body

- Approves this Charging & Remissions Policy.
- Delegates operational oversight to the Finance/Resources Committee (where applicable).
- Monitors application of the policy.

4.2 Headteacher

- Ensures staff understand and consistently apply this policy.
- Provides training where necessary.
- Approves costings and ensures charges do not exceed actual provision costs.

4.3 Staff

- Apply the policy consistently.

- Seek guidance where uncertain.

4.4 Parents/Carers

- Should raise queries regarding charges or eligibility for remission.

5. Activities for Which Charges Cannot Be Made

In line with statutory guidance, the school **cannot** charge for:

- Education provided wholly or mainly during school hours, including materials, books, instruments and equipment.
- Transport during school hours between the school and an activity.
- Education outside school hours if part of the National Curriculum, prescribed exam syllabus, or religious education.
- Entries to prescribed public examinations for pupils prepared at the school.
- Instrumental/vocal tuition **unless requested by parents**.

6. Activities for Which Charges *Can* Be Made

The school **may charge** for:

- Board and lodging on residential trips (not exceeding actual cost).
- Optional extras (e.g., after-school clubs, activities outside school hours not part of the National Curriculum).
- Materials, books, instruments, or equipment **where the parent wants the pupil to own them**.
- Some types of music tuition under the conditions permitted by 2007 Regulations.
- Replacement costs due to wilful or negligent damage to school property.

7. Voluntary Contributions

The school may request voluntary contributions for:

- Activities during school hours
- Educational equipment
- School fund initiatives
  However:
- Contributions are *voluntary* and no child may be excluded due to inability or unwillingness to contribute.
- Activities may be cancelled if insufficient funds are raised.

8. Residential Visits

- Charges apply only to **board and lodging**.
- Charges must not exceed the **actual** cost.
- Families eligible for remission (see below) must not be charged.

9. Remissions (Eligibility for Free or Reduced Charges)

Parents receiving any of the following benefits are entitled to remissions, consistent with national policy:

- **Universal Credit** (household income less than £7,400/year after tax).
- **Income Support**
- **Income-based Jobseeker's Allowance**
- **Income-related Employment & Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **Child Tax Credit** (without Working Tax Credit and income < £16,190)
- **Guaranteed Pension Credit**
- **Working Tax Credit Run-on**

Schools in 2025–2026 continue to apply these same criteria (no statutory changes since previous guidance).

10. Damage to Property

Charges may be made for the cost of repairing or replacing property damaged through wilful or negligent behaviour.

11. Monitoring & Review

- The policy will be reviewed annually in line with current statutory guidance.
- The Finance/Resources Committee monitors implementation and reports to the full governing body.