

Holbeton Primary School



Charging and Remissions Policy 2026

Policy Updated: July 2026

Policy Approved: August 2026

Date of Next Review: July 2027

The Aim of this Policy:

The purpose of the policy is to ensure that there is clarity over those items which our schools will provide free of charge and for those items where there may be a charge. The policy has been informed by the DfE guidance on charging for school activities.

School governing bodies and local authorities, cannot charge for:

- an admission application to any state funded school
- 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 religious education.
- instrumental or vocal tuition (beyond the national curriculum)
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- optional extras (see page below).
- music and vocal tuition
- certain early years provision.
- community facilities

Optional extras

Charges may be made for some activities that are known as 'optional extras.

Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the national curriculum.
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- board and lodging for a pupil on a residential visit.
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example sports clubs. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge, we will tell parents/carers in advance. Where specific funding has been received to support particular activities, we will subsidise the charge to the extent permitted by the funding.

Where we are allowed to charge, each activity relating to the curriculum will be assessed, and charges may be made or voluntary contributions, where appropriate, may be requested.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Parents may also be invited to make a voluntary contribution for the following:

- educational visits
- any activity which takes place during or outside of school hours.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represent a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary, and a parent is under no obligation to pay; and
- b) that pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Remission (either in full or in part)

Where parents or guardians are in receipt of

- Income Support
- Income Based Job Seekers Allowance
- Child Tax Credit (with no Working Tax Credit and annual income not exceeding £16,190)
- Guarantee element of pension credit
- Income Related Employment and Support Allowance
- Universal Credit - from 1st April 2018 provided annual net earned income is no more than £7,400
- Support under part VI of the Immigration and Asylum Act

the following will apply:

(i) For residential visits, they are not required to pay for board and lodging for their child.

(ii) For all educational visits, contributions will be regarded as voluntary, but visits will

only take place subject to the receipt of sufficient funds.

Remission of fees in the above cases is subject to evidence of receipt of qualifying benefits being shown on the date of the parents/guardians application for the child's inclusion in the activity.

Legislation and Statutory Requirements

This policy is based on advice from the Department for Education (DfE) on:

<https://www.gov.uk/government/publications/charging-for-school-activities>

Dissemination of this policy

- All staff members and governors will have access to a copy of this policy
- A copy of this policy will be available on the school's website
- Electronic copies will be available on the school's IT systems
- Copies will be available to view in the school office upon request by parents and teachers,