



Charging & Remissions Policy

Summer 2025

At the schools within our collaboration, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. All staff are expected to uphold and promote the fundamental principles of British values, and as such, the schools within our collaboration are fully committed to safeguarding and promoting the welfare of all our pupils including protection against radicalisation. We therefore aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. Our core purpose, values and ethos is embodied in our mission that everyone takes:

P= personal
R= responsibility
I = in
D= delivering
E= excellence


Frequency of Review: Every 2 years (or as per DfE guidance updates)

Reviewed and Approved by: The Governing Body

Date: Summer Term 2025

Date of Next Review: Summer Term 2027

Reviewers: Heads of Schools & Executive Assistant

Signed:  (Chair of Governing Body) Date: 23.05.2025

Charging and Remissions Policy

1. Introduction

At Holgate Primary and Sutton Road Primary Schools, we believe in providing an inclusive education where all pupils have access to enriching activities and opportunities, regardless of financial barriers. This policy sets out the circumstances under which the school may charge for activities, materials, and resources, as well as the situations where charges may be waived or reduced (remissions).

2. Legal Framework

This policy is implemented in accordance with the following legislation and guidance:

- **Education Act 1996:** This law outlines the activities for which schools can and cannot charge. It ensures that core education provided during school hours is free of charge.
- **Department for Education Guidance:** The Department for Education provides specific guidelines on the activities that can be charged and the remissions that schools must offer, particularly for families on certain benefits.

Schools are permitted to charge for optional extras, board and lodging for residential trips, and other non-essential activities outside of normal school hours. However, charges must not exceed the actual cost of the activity, and remissions are available for families who qualify for specific financial assistance.

3. Aims

The aims of this policy are to:

- Clarify the types of activities for which the school may charge.
- Set out the circumstances where charges may be waived or reduced.
- Ensure that all pupils have access to a broad and balanced curriculum, regardless of their financial situation.

4. Activities for Which Charges May Be Made

The school may charge for the following activities:

- **Residential trips during school hours:** Charges may be made for the board and lodging element of residential trips. Parents will be notified in advance of such activities and the estimated cost. Parental consent will be obtained for participation in these activities. The charge will not exceed the actual cost of providing the activity and will be calculated based on the cost per pupil.
- **Optional extras outside school hours:** These include activities such as clubs, day trips, and residential trips that do not form part of the national curriculum or statutory requirements. Charges for optional extras will be made based on actual costs and may include:

- Travel, board, and lodging costs.
- Materials, books, instruments, and equipment.
- Non-teaching staff costs.
- Entrance fees to museums, theatres, and similar venues.
- Insurance.
- The expenses of participating teachers, provided they are engaged specifically to provide the optional extra.
- **Materials for practical subjects:** Parents may be asked to contribute towards the cost of materials for practical subjects, such as art or design and technology, where they wish to own the finished product. Alternatively, parents may volunteer to provide these materials.

5. Voluntary Contributions

The school may request voluntary contributions for activities during school hours, such as educational trips or special events. These contributions are voluntary, and no child will be excluded from such activities if their parents do not contribute. However, where insufficient funds are raised to cover the cost of the activity, the school reserves the right to cancel the event.

6. Activities for Which Charges Will Not Be Made

The school will not charge for:

- Education provided during school hours as part of the national curriculum.
- Materials, books, or equipment required for national curriculum subjects.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.

The school will provide transport free of charge for activities that are part of the national curriculum, statutory duties, or necessary to meet curriculum requirements. However, the school may request voluntary contributions towards the cost of transport for these activities.

No child will be excluded from an activity if parents are unable or unwilling to contribute. If insufficient funds are raised to cover the cost of transport, the school reserves the right to cancel the activity.

7. Remissions

The school will offer full or partial remissions for certain activities, in line with national and local guidance. Parents or guardians in receipt of any of the following benefits may qualify for remission of charges:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided that no Working Tax Credit is received and the family income does not exceed the current threshold)

- The guaranteed element of State Pension Credit
- Universal Credit (subject to the current income threshold)

Any remission arrangements will be at the discretion of the governing body, and any subsidies provided will be met from school funds.

8. Breakages and Damage to School Property

The school reserves the right to seek compensation from parents where their child causes damage to school property, either through breakage or deliberate actions.

9. Payment Methods

The school offers several convenient methods for making payments for activities, trips, and other charges. These include:

- *** ParentMail App:** Parents are encouraged to use the *ParentMail App for secure and easy payments.

Through this app, you can:

- Pay for trips, residentials, and other school activities directly.
- View balances, payment history, and upcoming charges.
- Receive reminders for any outstanding payments.

Instructions on how to use the app for payments will be provided when needed, or you can contact the school office for support.

- **Credit or Debit Card Payments:** For parents who are unable to use the app, the school offers the option of paying via credit or debit card in the school office. However, we kindly ask that this method be used as a last resort. The *ParentMail App remains the preferred method for efficiency and security.

Support for Families: If any family experiences difficulty with payments, they are encouraged to contact the school office in confidence. The school will aim to support families and may offer flexible payment plans to support them in exploring opportunities for financial assistance.

** ParentMail App will be replaced by Arbor later in 2025*

10. Regularity of Payments

We kindly ask parents to make payments in advance whenever possible. This helps us manage school costs effectively and ensures that your child continues to enjoy the services and activities provided.

- **School Meals:** We request that parents pay for school meals before any debt reaches the equivalent of two weeks' worth of meals.

If you have any difficulties with these payments, please contact the school office to discuss how we can help. We are here to support families and can offer flexible payment options where needed.

11. Communication

Parents will be informed of any charges or voluntary contributions in advance of the activity. The school's charging and remissions policy will be published on the school's website and made available on request. This policy will be reviewed annually to ensure it remains compliant with statutory requirements.

12. Monitoring and Review

This policy will be reviewed annually by the governing body, or more frequently if needed, in response to any changes in legislation or school needs. The governing body reserves the right to amend the policy as appropriate