Ashgate Primary School

Charging and Remissions Policy 2026-2027

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Approved by:	**Governing Body**	**Date:**
Last reviewed on:	**November 2026**	
Next review due by:	**November 2027**	

1. Introduction

The Governing Board of Ashgate Primary School recognises the valuable contribution that school visits, practical activities, residential experiences and additional curriculum opportunities make to pupils' education.

The purpose of this policy is to set out clearly the circumstances in which the school may make charges, request voluntary contributions or provide financial assistance in accordance with current legislation.

This policy complies with:

- The Education Act 1996
- The Education Act 2002
- The School Standards and Framework Act 1998
- The DfE Guidance: *Charging for School Activities*

The Governing Board is committed to ensuring that no child is disadvantaged through financial hardship and that all pupils have equal access to educational opportunities.

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2. Principles

Ashgate Primary School will:

- Ensure no pupil is excluded from an activity because of inability to pay.
- Inform parents clearly when charges apply.
- Request voluntary contributions where appropriate.
- Apply remissions fairly and sensitively.
- Consider financial hardship on an individual basis.
- Ensure that any charges do not exceed the actual cost incurred by the school.

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3. Education During School Hours

No charge will be made for:

- Education provided during school hours.
- Education required as part of the National Curriculum.
- Education required to fulfil statutory duties relating to the National Curriculum.
- Religious Education.
- Materials, books, instruments or equipment provided as part of the curriculum.

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4. Voluntary Contributions

The school may ask parents and carers to make voluntary contributions towards the cost of:

- Educational visits.
- Visitors to school.
- Curriculum enhancement activities.

- Workshops and enrichment experiences.

No child will be excluded from an activity because a contribution has not been made.

However, if insufficient voluntary contributions are received to cover the costs, the school reserves the right to cancel the activity if it becomes financially unviable.

Parents will be informed when contributions are voluntary and that there is no obligation to contribute.

Voluntary contributions are generally non-refundable unless:

- The activity is cancelled by the school.
- The activity is cancelled by the provider or venue.
- Exceptional circumstances are approved by the Headteacher.

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5. Residential Visits

Where a residential visit takes place during school hours or is required as part of the curriculum, parents may only be charged for board and lodging.

Remissions for Residential Visits

Charges for board and lodging will be remitted in full for pupils whose parents receive one of the following qualifying benefits:

- Universal Credit where annual net earned income does not exceed the threshold set by the Department for Education.
- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The Guaranteed Element of State Pension Credit.
- Child Tax Credit (provided the family is not also entitled to Working Tax Credit and annual income does not exceed the prescribed threshold).
- Working Tax Credit Run-On.

The school may also consider additional discretionary support where families are experiencing temporary financial hardship.

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6. Activities Outside School Hours

The school may charge for activities that take place wholly or mainly outside school hours where such activities are not required as part of:

- The National Curriculum.
- Religious Education.
- Examination courses.

Examples may include:

- Sports clubs.
- Educational clubs.
- Recreational activities.
- Holiday activities.
- Optional enrichment activities.

Parents will normally be required to meet the full cost of such activities.

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7. Music Tuition

No charge will be made for music tuition which forms part of:

- The National Curriculum.
- An examination syllabus.
- Religious Education requirements.

Charges may be made for:

- Individual instrumental tuition.
- Small group instrumental tuition.
- Peripatetic music lessons provided by external tutors.

Parents will normally be expected to meet the full cost of such tuition.

Remissions may be considered in cases of financial hardship where funding is available.

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8. Practical Activities and Materials

The school may request voluntary contributions towards ingredients, materials or resources used in practical activities.

Examples include:

- Food technology ingredients.
- Craft materials.
- Design and technology projects.

Parents may be invited to provide materials directly where appropriate.

No child will be disadvantaged, excluded or treated differently if parents are unable or unwilling to contribute. Where necessary, the school will meet the cost.

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9. Examination Entries

No charge will be made for entry to prescribed public examinations where pupils have been prepared for those examinations by the school.

Charges may be made where:

- A pupil is entered for an examination against the advice of the school.
- A pupil fails to meet examination requirements without good reason.
- Additional optional examinations are requested by parents.

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10. Damage to School Property

Where school property, equipment or facilities are deliberately damaged, defaced or lost as a result of wilful behaviour, the school may seek to recover the cost of repair or replacement from parents or carers.

This may include:

- Books.
- Reading materials.
- ICT equipment.
- Furniture.
- Fixtures and fittings.
- School buildings.

Any decision to seek reimbursement will be made by the Headteacher and considered on a case-by-case basis.

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11. Lost School Equipment and Resources

Parents may be asked to contribute towards the replacement cost of:

- Lost reading books.
- School library books.
- Lost equipment.
- School-owned resources issued to pupils.

The school will consider individual circumstances before requesting payment.

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12. Optional Extras

Charges may be made for optional extras provided wholly or mainly outside school hours.

Examples may include:

- Instrumental music lessons.
- Sports coaching.

- Performing arts activities.
- Educational enrichment clubs.

The charge will not exceed the actual cost of providing the activity.

Participation in optional extras is based upon parental agreement.

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13. Remissions and Financial Support

Ashgate Primary School recognises that some families may experience financial difficulties.

The school may:

- Remit charges in full or in part.
- Provide subsidies from school funds.
- Seek support through charitable funding.
- Arrange payment plans where appropriate.
- Offer discretionary assistance in exceptional circumstances.

Requests for financial support will be treated confidentially.

Parents requiring assistance should contact the Headteacher or School Business Manager.

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14. Refunds

Refunds will normally be issued where:

- A trip, activity or event is cancelled.
- The school is unable to provide the activity.

Refunds will not normally be issued where:

- A pupil chooses not to attend.
- Parents withdraw consent after bookings have been made and costs incurred.
- Pre-payments have already been committed to venues, providers or transport companies.

The Headteacher may exercise discretion in exceptional circumstances.

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15. Equality and Inclusion

The Governing Board is committed to ensuring that no pupil is disadvantaged by financial circumstances.

Reasonable adjustments and financial support will be considered to enable all pupils to access educational opportunities regardless of disability, special educational needs, family circumstances, race, religion, gender or socio-economic background.

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16. Monitoring and Review

The Governing Board will review this policy annually or sooner where legislation or statutory guidance changes.

The Headteacher will monitor the implementation of this policy and report any significant issues to governors.

Approval

Approved by the Governing Board of Ashgate Primary School

Headteacher: Mrs Wendy Forte

Review Date: November 2027

Ashgate Statement

Ashgate Primary School believes that financial circumstances should never prevent a child from accessing learning opportunities. We are committed to providing a broad, enriching curriculum whilst ensuring that charges and requests for contributions are applied fairly, transparently and in accordance with