

# **ST MARGARET'S CE PRIMARY SCHOOL**



## **CHARGING AND REMISSIONS POLICY**

**September 2025**

St Margaret's Church of England Primary School provides many opportunities for its children to enrich and enhance their experience through learning outside the classroom. This encompasses both onsite and offsite learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. The value of learning outside the classroom is well recognised and fully supported throughout the school.

The purpose of this policy is to provide clear information about charging and voluntary contributions for St Margaret's Church of England Primary School's activities.

### **Definitions**

*Charge:* a fee payable for specifically defined activities

*Remission:* the cancellation of a charge which would normally be payable

### **Voluntary Contributions**

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for school visits during school hours. St Margaret's Church of England Primary School follows the West Sussex Policy for Charging for School Activities that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance [www.oeapng.info](http://www.oeapng.info).

**No compulsory charge** will be made for any activity which takes place during school hours.

Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute will not be discriminated against. However, when there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity may be cancelled.

### **Arrangements**

To ensure good practice and compliance with the necessary regulations it is expected that all letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently. If any parents/carers have any financial difficulty (no pupil will be prevented from taking part) they will be invited to talk to the Headteacher or School Business Manager in confidence, who will come to an agreed arrangement.

### **Residential Visits**

If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week or it meets the requirements of the syllabus for a public examination or is to do with the National Curriculum or Religious Education, no charge will be made either for the education or for the cost of travel. Charges not exceeding the actual

cost for the individual pupil can be made for board and lodging. Voluntary contributions (as above) will be requested to cover all other costs.

Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances;
- Income support;
- Income-based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit;
- Guaranteed element of State Pension Credit.
- An income related employment and support allowance

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of the school week and is not a requirement of the syllabus for a public examination or is not to do with the National Curriculum or Religious Education.

In this case this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents/carers in receipt of the allowances identified above have the same entitlements.

### **Music Tuition**

There will be no charge for musical tuition if the teaching is an essential part of either the National Curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

### **Where charges can be made**

Below we set out what the school can charge for.

#### **2.1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

#### **2.2 Optional extras**

We are able to charge for activities known as optional extras. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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 has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Participation in an optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental/Carer agreement is necessary for the provision of an optional extra which is to be charged for.