



Charging and Remissions Policy

2026-2027

Status	Live	Approval	Local Governing Body
Maintenance	Local Governing Body	Role(s) responsibility	Local Governing Body
Date effective	14 th January 2026	Date of last review	5 th March 2025
Date of next review	1 March 2027	Date withdrawn	Not withdrawn

Winton Primary School - Charging and Remissions Policy

Statement of Intent

Winton Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

1. Introduction

The Local Governing Body recognises the valuable contribution the wide range of additional activities (including clubs, trips, and residential experiences) can make towards pupils' personal and social education. The Local Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The policy on Charging and Remissions conforms to all relevant legislation and statutory guidance including, but not limited to the Academies Act 2010, the Education Reform Act 1988, and the Education Act 1996.

2. Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable.

3. Charges

The Governing Body reserves the right to make charges in the following circumstances for activities organised by the school:

- Board and lodging for a pupil on a residential school visit.
- The full cost of activities deemed to be 'optional extras' (such as club and sporting fixtures) taking place wholly or mainly outside school hours which are not part of the National Curriculum or Religious Education.
- The cost of instrumental tuition unless this tuition is required as part of the National Curriculum.
- Hiring or purchasing musical instruments and music books if supplied by the school.

Winton Primary School - Charging and Remissions Policy

- The fee recommended for entry for music examinations, unless entry is required as part of the National Curriculum.
- Charging in kind for materials and ingredients for practical activities such as woodwork, cookery, needlecraft, pottery, ceramics, textiles etc. provided the parents/carers have indicated, in advance, that they wish to own the finished product.

. The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

4. Voluntary contributions

Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

In making requests for contributions, the Governors wish to make it clear that:

- i There is **no** obligation to contribute
- ii Children will **not be treated differently** whether or not parents/carers make any contribution.

However, where an activity is dependent upon voluntary contributions and this fails to meet the required amount, the Governors reserve the right to cancel the proposed activity. This would be regrettable.

Voluntary contributions may be requested, in the following circumstances -

Education Activities, Day Trips and Activities on Residential Trips

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled, and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Winton Primary School - Charging and Remissions Policy

5. Remissions

For families in receipt of one or more of the following support payments:

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 Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

The Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the pupil provided the activity is deemed to take place within school hours or forms part of the syllabus of a prescribed public examination or the National Curriculum or other activity.

Such claims for remission are to be submitted in writing to the Head Teacher supported by appropriate evidence of the relative support payment.

In other circumstances there may be cases of family hardship which make it difficult for a child to take part in particular activities. Again parents/carers are invited to talk this over, in confidence, with the Headteacher.

6. School clothing grant

A school (necessitous) clothing grant is available for those children who meet the eligibility criteria above. Please see our separate Necessitous Clothing Policy/Application form which can be obtained from the School Office.

7. School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip

Winton Primary School - Charging and Remissions Policy

can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.