

# ROCKMOUNT PRIMARY SCHOOL

## CHARGING & REMISSIONS POLICY February 2026

Review: February 2027

### AIMS

The Governing Body recognises the valuable contribution that a wide range of additional activities including clubs, trips, enrichment opportunities and residential experiences can make towards pupils' personal and social education. Governors believe that all our pupils should have equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parent or carer's 'financial means'.

The purpose of this policy is to provide guidance to parents/carers and staff on charging and remissions for school activities and school visits, which conform to the requirements of both propriety, good financial management and statutory guidance at the time of publication.

### GUIDANCE

This policy complies with the principles of financial control outlined in the Department for Education's document:

[Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### RELATED DOCUMENTS

School's Finance Policy and Procedures

### APPENDICES

Appendix A: Application for financial support Form

## 1. INTRODUCTION

The Headteacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The school aims to promote and provide such experiences for the pupils, both as part of a broad and balanced curriculum and through additional, optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents/carers are charged for the cost. This policy sets out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to participate.

## 2. GENERAL PRINCIPLES

No charge shall be made for:

- An admission application to the school
- Education provided during school hours (including the supply of materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum or part of religious education;
- Instrumental or vocal tuition, unless the tuition is provided at the request of the pupil's parent

## 3. CHARGES

The Governing Body can charge for the activities and items detailed below:

Activity	Policy
<p>'Optional extras' as defined by the Education Reform Act 1988</p>	<p>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.</p> <p><u>Optional extras include:</u></p> <ul style="list-style-type: none"> <li>• Education provided outside of school time that is not part of the national curriculum or part of religious education.</li> <li>• 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).</li> <li>• Board and lodging for a pupil on a residential visit.</li> <li>• Extended day services offered to pupils (for example breakfast club, after-school clubs, and supervised homework sessions).</li> <li>• Out of school extra-curricular clubs</li> </ul> <p>In calculating the cost of optional extras an amount may be included in relation to:</p> <ul style="list-style-type: none"> <li>• Materials, books, instruments, or equipment provided in connection with the optional extra</li> <li>• The cost of buildings and accommodation</li> <li>• Non-teaching staff, teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra</li> <li>• 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.</li> </ul> <p>Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Charges made will not exceed the actual cost of providing the optional extra activity.</p>

	Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.
Music Tuition (vocal and instrumental)	Music tuition, provided for an individual pupil or for groups of pupils, if it is not required for the National Curriculum. No charge may be made in respect of a pupil who is looked after by a local authority, (within the meaning of section 22(l) of the Children Act 1989).
Breakages/damages to school buildings, furniture or property	Wilful damage to school buildings or property by a pupil may be charged to parents by the school for the cost of replacing any item; for example, a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
Ingredients/Materials and equipment	The governing body may make a charge at cost or less to cover the cost of materials/ingredients for areas such as design and technology and cooking where the parents/carers have said beforehand that they would like their child to bring home the finished product e.g. a clay model or a revision booklet supplied at cost.
Lost school equipment	Parents/carers will be expected to replace or pay for the cost of lost items of school property, such as lost reading books.
Early Years Provision	A charge will be made for early year's provision outside of the provisions of the Education (Charges for Early Years Provision) Regulations 2012.
Extended School Day Provision	A charge will be made for attendance at the Breakfast and After School Club in accordance with the published charging structure.
Activities outside normal school hours	Activity clubs run by the school such as singing, games, ICT, netball, football, rugby and film are not part of the national curriculum. Some clubs are provided free of charge by the school for targeted groups of children, e.g. a club for able and talented pupils or booster lessons in literacy or maths. If parents/carers are experiencing financial difficulty they are invited to apply for assistance by completing the application form – 'application for support under the remissions policy' (Appendix A).
Late collection fee	The school reserves the right to levy a charge against those families who are late picking up their child(ren) at the end of the school day. A charge of £5.00 for every quarter of an hour after 3.30pm that a child is waiting to be collected will be made. Charges will be applied via ParentPay. Late collection charges also apply for the After School and Activity Clubs.
Offsite school visits and visiting professionals	The school may ask for voluntary contributions towards offsite school visits and visits to the school by professionals, e.g. authors, storytellers, musicians, artists etc. A child will not be excluded from taking part in an activity because their parents are unwilling or unable to pay; however, the school reserves the right to cancel the activity if insufficient funds are available.

Residential Trips	Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. This cost may include travel costs, board and lodging, educational materials, non-teaching staff costs and the costs of hiring teaching or instructional staff who have been engaged specifically for the purpose of providing the activity and insurance costs. See Remissions Policy below.
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## Swimming

Swimming lessons take place in school time for years 4, 5 and 6 and are part of the National Curriculum. We make no charge for this activity. We inform parents/carers when these lessons are to take place.

### 4. VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

The Law says:

- If the activity cannot be funded without voluntary contributions the parents/carers will be notified of this from the outset.
- No child will be excluded from an activity because parents/carers are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent/carer is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

### 5. REMISSIONS

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities where charges can legally be made may be offered at no charge or a reduced charge to parents/carers in particular circumstances. Criteria for qualification for remission are given below:

#### Category A

Parents/carers in receipt of:

- Income Support
- JSA based income
- Child Tax Credit, provided that Working Tax Credit is not received and the family's income (as assessed by the Inland Revenue) does not exceed £16,480
- Support under part IV of the Immigration and Asylum Act 1999
- Universal Credit/eligibility for FSM and/or Pupil Premium
- Guaranteed State Pension

#### Category B

Children in Care (Looked After Children - LAC/PLAC)

## **Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances, to this end we will try to adhere to the following guidelines:

- We have an established system for parents/carers to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

In such circumstances parents/carers will need to make an application for financial assistance in writing providing supporting evidence as per appendix A.

### **Residential Journeys:**

Where the parents/carers of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will remit the majority of the cost of board and lodging, travel expenses and specialist instruction for any residential activity (classed as optional extras taking place outside school hours). This will be made clear in all correspondence in relation to these activities.

### **Other Circumstances:**

In other circumstances the Governing Body invites parents/carers to apply in confidence to the Headteacher for the remission of charges in part or full and requests will be considered on an individual basis

## **6. REQUESTS FOR FINANCIAL SUPPORT**

Requests for financial support for residential journeys or other forms of financial support should be made, in writing, to the Headteacher using the Application for Financial Support form in Appendix A. All such requests will be kept in the strictest confidence. Parents/carers may be required to provide evidence in support of their request.

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

**Rockmount Primary School**

**Application for financial support under the remissions policy**

**The information you provide will be treated as strictly confidential:**

Information about Applicant/s

Surname: \_\_\_\_\_ First Name/s: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Relationship to child: Mother       Father       Carer

Do you receive:		Yes	No
	Income Support	<input type="checkbox"/>	<input type="checkbox"/>
	JSA Based Income	<input type="checkbox"/>	<input type="checkbox"/>
	Child Tax Credit /Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>
	Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
	Support under part IV of the Immigration and Asylum Act 1999	<input type="checkbox"/>	<input type="checkbox"/>
	Guaranteed State Pension	<input type="checkbox"/>	<input type="checkbox"/>

Please attach a letter from the issuing department confirming which benefit you receive.

If you do not fall in to any of the categories stated above but would like to apply for financial assistance, please write a brief statement in the box below and provide any additional supporting information:

Information about the child/ren you are applying for assistance for:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Declaration**

I apply for financial assistance for my child for \_\_\_\_\_

I declare that the information I have given here is true and complete.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_