



## **Collingwood Primary School Charging and Remissions Policy February 2026**

<b>Last Review</b>	February 2026
<b>Next Review</b>	February 2028
<b>Review Cycle</b>	Biannual

## **1. Aims**

1.1 Collingwood Primary School is committed to ensuring equal opportunities for all pupils, regardless of their financial circumstances and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

1.2 This policy sets out school's position in relation to charging and remissions in compliance with legislation. This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

## **2. Definitions**

2.1 Charge: a fee payable for specifically defined activities

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

## **3. Roles and responsibilities**

3.1 The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

3.2 The headteacher and school business manager are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

3.3 Our staff are responsible for: Implementing the charging and remissions policy consistently. Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

3.4 Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **4. Where charges cannot be made, we set out what the school cannot charge for**

4.1 Education Admission applications. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).

4.2 Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

4.3 Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport. Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

## **5. Where charges can be made, we set out what the school can charge for**

### **5.1 Education**

5.1.1 Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.

5.1.2 The Governing Body reserves the right to request payment from parents where their children have caused breakages or damage to school property when this is as a result of the student's behaviour.

5.1.3 Optional extras (see below) Music and vocal tuition, in limited circumstances.

5.1.4 Certain early years provision and wrap around care.

5.1.5 Community facilities. The Governing Body reserves the right to let internal and external areas of the school for community and public use. The lettings fees charged will at a minimum reflect any expenses incurred for running and staffing costs.

### **5.2 Chargeable Optional extras**

5.2.1 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/ a religious education

5.2.2 Examination fee(s): Where the registered pupil has not been prepared for the examination(s) at the school and the examination is requested by the parent, the parent will be eligible for charges.

5.2.3 Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education).

5.2.4 Board, transport and lodging for a pupil on a residential visit. This includes activity costs and instructor charges incurred.

5.2.5 Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

## 6 Music tuition

6.1 School offers tuition for a range of musical instruments in addition to the national curriculum.

6.2 The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

## 7 Residential visits

7.1 We can charge for transport, board, catering and lodging on residential visits, this may include activity costs and instructor charges incurred. Parents will be notified of any additional charges before payments are requested.

7.2 All charges will be set by school and will not exceed actual costs divided equally by the number of pupils participating.

7.3 Discounts may be offered for Pupil Premium children and Children In Care, who wish to attend residential visits. Charges may also be applied due to cancellation at parents' request.

## 8. Voluntary contributions

8.1 School may ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible, such as school visits, workshops and visitors.

8.2 There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unable to pay.

8.3 If the school is unable to raise enough funds for an activity or visit, such activities may not go ahead without sufficient contributions.

## 9. Remissions

9.1 Parents who are struggling to meet the costs of chargeable activities such as residential visits approach the school in confidence to discuss options for payment. This may include creation of a payment plan.

9.2 Applications for remissions will be considered on a case by case basis by the Headteacher and Governors as appropriate.

Version	Review Date	Reason for review and summary of changes
V1	February 2024	Update of whole policy
V2	February 2026	Date change

