



Aston Rowant C+E Primary School

Charging and Remissions Policy

Mission Statement

Growing together we inspire each other to achieve our full potential as courageous lifelong learners.

Date of Policy: November 2025

Date of Policy review: November 2026

Head Teacher: Mrs Helen France

Date: 3rd November 2025

Finance Governor: Mr Matt Parker

Date: 3rd November 2025

KEY OBJECTIVE AND SCHOOL AIMS

Aston Rowant C.E. Primary School recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards a broad and balanced education and our Christian Vision of 'growing together we inspire each other to achieve our full potential as courageous lifelong learners.' In line with our Christian ethos, we believe that all of our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means. The charging and remissions policy describes how we do our best to ensure a good range of visits and activities are offered and, at the same time, seek to ensure that financial circumstances do not limit any pupil's opportunity to flourish and grow.

KEY RESPONSIBILITIES

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the beginning of the document.

THE POLICY IDENTIFIES ACTIVITIES FOR WHICH:

- voluntary contributions may be requested
- charges will be made
- charges will not be made
- charges may be waived

Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The school does not have sufficient funds to cover all costs for the wide range of trips that pupils enjoy and is therefore reliant on the support of voluntary contributions (in full or part), fundraising contributions from the PTA and any grants that the school is able to source. Unfortunately, if insufficient voluntary contributions are received to fund a trip or visits, and the school is unable to fund it from another source, it may be cancelled and voluntary contributions refunded.

The Law states:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Activities that no charges will be made for

- a) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- b) Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- c) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- d) Education provided on any trip that takes place during school hours;
- e) Education provided on any trip that takes place outside school hours
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;

Activities that charges may be made for

a) Activities outside school hours

Non-residential activities (other than those listed in 'Activities that no charges will be made for') which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential visits during school hours

Board and lodging costs, and a contribution towards transport costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs. Residential trips are deemed to take place outside school time (other than those listed in 'Activities that no charges will be made for').

The Department for Education document 'Charging for school activities' gives full detail on what schools can and cannot charge for and can be found at: <https://www.gov.uk/government/publications/charging-for-school-activities>.

The school reflects this policy by ensuring:

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

Legally the school **can** charge for the following items in relation to residential visits:

- Board and lodgings

Legally the school **cannot** charge for the following items for residential visits:

- Education provided on the residential visit during school hours
- Cost of supply teachers covering those teachers on the residential visit

Transport – but can request voluntary contributions.

c) Music tuition

Music tuition for individuals or groups of up to 4 pupils.

When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

IS A RESIDENTIAL TRIP IN OR OUT OF SCHOOL TIME?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

It is the policy of Aston Rowant C.E. Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as ‘optional extras’. Charges will not exceed that actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available.
Materials, books, instruments, or equipment, where a parent wishes their child to own them;	Charged e.g. A clay model – a charge to cover the cost of the clay.	
Music tuition provided at the request of the child’s parent, beyond that delivered to all pupils as an essential part of the national curriculum.	The cost of external providers or of teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of pupils is charged.	
Educational trips (non-residential) made during school hours	Requests for voluntary contributions may be made	
Workshops, speakers, visitors to the school e.g. authors or theatre groups to enhance the curriculum	Requests for voluntary contributions may be made	
Residential visits during school e.g. Rock UK or PGL	Charges will be made for the board and lodging component of residential trips and a voluntary contribution of the remainder of the cost of the visit, including the transport costs will also be requested.	Remission for category A

Extended hours provision e.g. attendance at before or after school clubs	A charge is made for each session in the school run breakfast club and after school Wraparound Club and for late collections	
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Support offered to families who have difficulty making a financial contribution

In order to remove financial barriers from pupils, or a reduced charge or with flexible or extended payments arrangements to families who have difficulty making a financial contribution. Parents and carers are encouraged to speak to the Head teacher in confidence to discuss what financial support is available.

Where a cost consists of both a chargeable element and a voluntary contribution, parents who wish only to pay the chargeable element and to make no or a partial voluntary contribution should seek guidance from the Head teacher regarding the appropriate amount.

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are pupils eligible for Pupil Premium (those currently eligible for Free School Meals either currently, or during the past 6 years). Eligibility for entitlement to Free School Meals is based on the following:

Category A

Parents in receipt of:

- 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 you’re 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Additional categories of parents may claim help with some costs in the following circumstances:

Category B

Schools may wish to add further categories

A pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989)

Category C

Parents of children where the circumstances detailed in Category A or B above are not applicable, may request help with some costs where a family is experiencing financial difficulty resulting from unforeseen circumstances or where attendance of multiple children on a trip or visit would put the family under financial pressure. Parents in this category should discuss their concerns about charges with the Head teacher and decisions regarding a full or partial remission, flexible payment arrangements or other available support will be made on a case by case basis.

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 and help to ensure that no child will be excluded from educational activities where possible. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents 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
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Monitoring and Review

This policy will be reviewed annually by the Finance & Resources Committee of the Governing Body and updated in line with DfE guidance and statutory requirements.