



Charging and Remissions Policy

2026-27

Policy owner	Headteacher
Approval body	Governing Body
Date approved	October 2026
Effective from	September 2026
Next review due	September 2027

1. Purpose and legal framework

This policy explains when Toynton All Saints Primary School will provide education and related activities free of charge, when a charge may lawfully be made, when voluntary contributions may be invited, and the circumstances in which charges may be remitted in whole or in part.

The policy has regard to sections 449 to 462 of the Education Act 1996 and current Department for Education guidance on charging for school activities. It applies to a maintained school and will be kept under review by the Governing Body.

This policy is also based on guidance provided by the local authority.

Core principle

No pupil will be excluded from an activity taking place during the school day because a parent or carer is unwilling or unable to make a voluntary contribution.

2. Responsibilities

- The Governing Body determines and keeps under review the school's charging and remissions arrangements.
- The Headteacher ensures that staff apply this policy consistently and that parents and carers receive clear information before an activity takes place.
- Staff planning an activity identify whether it is education during school hours, an optional extra, a residential visit, music tuition, transport, an extended service or an activity provided by a third party.
- The school maintains appropriate records of costs, contributions, charges and any remissions.

3. Education provided without charge

The school will not charge for:

- admission to the school;
- education provided during school hours, including the supply of books, materials, instruments, equipment and other items needed for that education;
- education provided outside school hours when it is required as part of the National Curriculum, required as part of a syllabus for a prescribed public examination, or provided as part of statutory religious education;
- instrumental or vocal tuition where that tuition is required as part of the National Curriculum or a prescribed examination syllabus;
- entry for a prescribed public examination for which the pupil has been prepared at the school; and
- transport provided in connection with education where the law prevents a charge.

4. Voluntary contributions

The school may invite voluntary contributions for activities or visits that enrich pupils' learning and involve additional costs. When seeking contributions, the school will make clear that:

- the contribution is voluntary;
- there is no obligation to contribute;
- pupils will not be treated differently according to whether their parents or carers have contributed;
- no pupil will be prevented from taking part because a parent or carer cannot or does not contribute; and
- an activity may be changed or cancelled if insufficient voluntary funding is available and the school cannot meet the shortfall from other funds.

Parents and carers experiencing financial difficulty are encouraged to contact the Headteacher in confidence so that available support can be considered.

5. Optional extras

The school may charge for an optional extra only where the activity is not education that must be provided free of charge. Examples may include:

- education provided outside school hours that is not required by the National Curriculum, a prescribed examination syllabus or statutory religious education;
- transport that is not required to be provided free of charge;
- board and lodging on a residential visit;
- certain instrumental or vocal tuition;
- extended-day services, including breakfast club, after-school club and chargeable extracurricular provision; and
- the cost of materials or ingredients where parents have indicated in advance that they wish to own the finished product.

Participation in an optional extra for which a charge is made will be based on parental agreement. Charges will not exceed the actual cost of providing the activity divided by the participating pupils. Charges may include appropriate costs for materials, equipment, non-teaching staff, teaching staff engaged specifically for the optional extra, buildings and accommodation. The school will not add a profit or charge parents who can pay more in order to subsidise those who cannot.

6. Activities partly within the school day

Where a non-residential activity takes place partly during and partly outside school hours, the school will apply the statutory calculation rules to determine whether it is treated as taking place in or outside the school day. Parents and carers will be told how any charge has been calculated.

For a non-residential activity, travel time is included. If at least half of the time spent on the activity falls during school hours, the activity is treated as taking place during school hours and no charge will be made, although voluntary contributions may be invited. If less than half falls during school hours, the activity may be treated as an optional extra.

For a residential visit, each school session missed counts as half a day. A charge other than board and lodging may be made only where the number of school sessions missed is less than half the number of half-days taken up by the visit and the activity otherwise qualifies as an optional extra.

7. Residential visits

The school will not charge for education provided on a residential visit during school hours, although voluntary contributions may be invited. A charge may be made for board and lodging, but it will not exceed the actual cost.

Where a residential visit is required as part of the National Curriculum, a prescribed examination syllabus or statutory religious education, the school will provide complete remission of the charge for board and lodging for parents and carers who meet the eligibility criteria set by law and current Department for Education guidance. The school will identify the applicable criteria at the time of the visit and explain how families can request support confidentially.

8. Music tuition

No charge will be made for instrumental or vocal tuition that forms part of the National Curriculum or a prescribed examination syllabus. Charges may be made for other instrumental or vocal tuition provided individually or to groups, where permitted by the relevant regulations. Charges will reflect the cost of providing the tuition.

The Governing Body may remit music tuition charges in whole or in part where hardship would otherwise prevent a pupil from benefiting. Requests should be made to the Headteacher and will be considered confidentially and consistently.

9. Extended services and childcare

The school may charge for services that are not part of the educational entitlement, including breakfast club, after-school childcare and chargeable extracurricular clubs. Charges will be set with regard to the cost of staffing, premises, resources and administration and will be approved through the school's financial arrangements.

Current fees, session times, booking arrangements, notice periods and late-collection arrangements will be published separately. This allows fees to be updated without altering the statutory policy. Families should refer to the current schedule of charges before booking.

10. Other permitted charges

Loss of or damage to property

The school may seek payment for the replacement or repair of school property, books, equipment or materials that have been lost or damaged wilfully or negligently. Each case will be considered individually and fairly, taking account of the circumstances and the family's ability to pay.

Copies and information

Information that the school must publish online will be available through the school website. A paper copy will be provided free of charge to a parent or carer on request. The school may make a reasonable charge for additional copies or other material where a free copy is not legally required, limited to the cost of producing it.

Third-party activities

An independent provider may charge parents directly for an activity that it organises. Where an activity is organised by, approved by or delivered under the responsibility of the school, the school will consider the substance of the arrangement and apply the charging rules in this policy. Parents will be told who is providing the activity, whether participation is optional and who is responsible for collecting payment.

11. Remissions and support

The school's remissions arrangements are intended to ensure that financial hardship does not create an unnecessary barrier to participation. Subject to available funding and any legal entitlement, the school may remit a charge in whole or in part for:

- board and lodging on a qualifying residential visit, where statutory eligibility criteria are met;
- music tuition;
- optional activities, visits or extended services where hardship support is available; and
- other permitted charges where the Headteacher or Governing Body considers remission appropriate.

Decisions will take account of the nature and cost of the activity, the funding available, relevant benefit or free-school-meal eligibility, exceptional financial circumstances and consistent treatment of families. Families may be asked to provide reasonable evidence of eligibility. Information will be handled confidentially.

Free-school-meal criteria

Eligibility rules have changed for the 2026-27 academic year. The school will use the current statutory and Department for Education criteria at the date support is requested rather than reproducing a benefits list that may become outdated.

12. Communication, complaints and review

Before requesting payment, the school will explain whether the payment is a charge or a voluntary contribution, what it covers, the amount, how it was calculated, any cancellation or refund terms, and how parents can ask about remission or hardship support.

Questions about a charge should be raised with the school office or Headteacher. Formal complaints will be considered through the school's published complaints procedure.

The Governing Body will review this policy at least annually and sooner if legislation, Department for Education guidance, local-authority arrangements or the school's provision changes. The current policy and the current schedule of charges will be published on the school website.

Approval record

Date approved: October 2026 Chair of Governors: Corinna Wright Headteacher: Neil Mitchell

Appendix A: Schedule of charges

The following charges have been carried forward from the source policy for checking and approval. They should not be published as 2026-27 fees until the Governing Body has confirmed that the amounts and session arrangements remain current.

Provision	Session	Source fee	2026-27 approval
Breakfast Club	7:30-9:00	£3.75	Confirm
Breakfast Club	8:00-9:00	£2.50	Confirm
Little Acorns	30 minutes	£2.25	Confirm
Little Acorns	60 minutes	£4.50	Confirm
Extra-curricular club	School end-4:30	£2.50	Confirm
After-school Club	School end-4:30	£3.10	Confirm
After-school Club	4:30-5:30	£2.40	Confirm
After-school Club	5:30-6:00	£1.30	Confirm
Little Acorns after-school provision	30 minutes	£2.25	Confirm
Little Acorns after-school provision	60 minutes	£4.50	Confirm

Source-policy note: because of staffing restrictions, Little Acorns pupils could attend after-school sessions only until 5:30pm. This arrangement must be confirmed before publication for 2026-27.