# Larkspur Community Primary School

# 2026-27

## Charging & Remissions Policy

# LARKSPUR COMMUNITY PRIMARY SCHOOL

# CHARGING AND REMISSION POLICY

## INTRODUCTION

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend children's learning and to contribute to their personal development. We aim to promote and provide such experiences for the children, both as part of a broad and balanced curriculum and as 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 will set 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 children have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. The Governing Body should determine annually a scale of fees and charges for the supply of goods or services by the school, including fees for lettings. Fees must be set at a level to at least cover the cost of earning those fees.

## STATEMENT

The policy complies with the requirements of the Education Act 1996. We aim to:

- make school activities accessible to all children regardless of family income.
- encourage and promote external activities which give added value to the Curriculum.
- provide a process that, allows activities to take place at a minimum cost, to parents, children and the school.
- respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

## RESPONSIBILITIES

The Governing Body of Larkspur Community Primary School is responsible for determining the content of the policy and the Head Teacher is responsible for its implementation. The Head Teacher will consider any determinations with respect to individual parents.

## PROHIBITION OF CHARGES

The Governing Body of Larkspur Community Primary School recognises that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)

- 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 child is being prepared for at the school, or part of religious education.
- tuition for children learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of religious education.
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying children on a residential trip.
- transporting registered children to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- transporting registered children to other premises where the governing body or local education authority has arranged for children to be educated.
- transport provided in connection with an educational trip.

## CHARGES

The school may charge or ask for voluntary contributions for:-

- organised activities and board and lodging on residential visits
- the proportionate costs for an individual child of activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for travel, materials and equipment
- non-teaching staff costs
- entrance fees
- insurance costs
- any other education, transport or examination fee unless charges are specifically prohibited.
- breakages and replacements as a result of damages caused wilfully or negligently by children e.g books, computers
- extra-curricular activities and school clubs.
- For additional non funded Nursery sessions i.e. afternoons
- For Nursery hot lunches.

## REMISSIONS AND REDUCTIONS

To ensure that access to activities reflects intentions, Larkspur Community Primary School will implement the following Remissions Policy.

The fundamental aim of this policy is to ensure that all children gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into

account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents demonstrate a level of hardship the Governing Body will remit up to the full amount of the cost of board and lodgings for any residential activity that the school organised for the child if the activity is deemed to take place within school hours. There may be cases of family hardship which make it difficult for children to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher.

## VOLUNTARY CONTRIBUTIONS

Parents will be invited to make a voluntary contribution for the following:

- School visits
- Activities not directly linked to National Curriculum in school
- Residential visits

The terms of any request made to parents will specify that it is a request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- the contribution is genuinely voluntary, and a parent is under no obligation to pay.
- children at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
- that the interests of the child will always be paramount in any decision made
- that if an activity cannot be funded without voluntary contribution the school will let parents know at the outset,

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher. Voluntary contributions will be used to:

- Subsidise the visit
- Subsidise theatre companies/visitors in school
- Pay for extras linked to visit or visitors if applicable.

## OTHER CONSIDERATIONS

Consideration will be given to the proportion of the cost where a charge is to be made. This charge is determined by the Head Teacher in consideration with staff.

The Head Teacher will determine the level of support from school budget/funds where the level of voluntary contributions is insufficient to fund the activity

The Head Teacher will have the discretion to make additional subsidies or arrangements on individual merit if parents indicate any particular mitigating circumstances.

For help towards paying the cost of Residential Visits, parents have the option of making weekly payments which hopefully eases the burden on the family.

## PUBLICATION OF INFORMATION

This policy is available on the school website and a paper copy can be requested from the school office.