



Riversdale Primary School

A nurturing, ambitious and values led school.

CHARGING & REMISSIONS POLICY

DATE: 5th May 2026

REVIEW DATE: 4th May 2027

PURPOSE AND PRINCIPLES

This policy sets out the circumstances in which Riversdale Primary School may request voluntary contributions, make charges, or remit charges for school activities and related provision. It is intended to ensure clarity, fairness, equality of opportunity and compliance with the law.

- All pupils should have full and free access to education provided during school hours, except where the law permits a charge.
- No child will be treated differently because their parent or carer is unable or unwilling to make a voluntary contribution.
- Where charges are permitted, they will not exceed the actual cost of providing the activity or service, unless a separate lawful charging arrangement applies, such as community lettings.
- The school will take reasonable steps to support families who may find it difficult to meet costs, particularly where an activity supports pupils' curriculum entitlement or wider personal development.

LEGAL FRAMEWORK

This policy has regard to:

- Education Act 1996, sections 449 to 462, which set out the law on charging for school activities in maintained schools;
- Department for Education guidance, Charging for School Activities;
- The Charges for Music Tuition (England) Regulations 2007;
- The Education (Charges for Early Years Provision) Regulations 2012, where applicable;
- The School Information (England) Regulations 2008, as amended, which require maintained schools to publish charging and remissions information online.

RESPONSIBILITIES

The governing body is responsible for determining and reviewing this policy, ensuring that it meets legal requirements and is made available to parents and carers.

The headteacher is responsible for implementing this policy, ensuring staff apply it consistently, and considering requests for remission or financial support on a case-by-case basis.

Staff organising activities must ensure that letters and payment requests are clear about whether a payment is voluntary or a charge, how costs have been calculated, and what support may be available.

ACTIVITIES AND ITEMS FOR WHICH NO CHARGE WILL BE MADE

The school will not charge for:

- admission to the school;
- education provided during school hours, including materials, books, instruments and other equipment required for that education;
- education provided outside school hours if it is part of the National Curriculum, part of religious education, or part of a prescribed public examination syllabus for which the pupil is being prepared at the school;
- transport provided in connection with an educational visit that takes place during school hours, or mainly during school hours;
- swimming lessons provided as part of the National Curriculum;
- instrumental or vocal tuition where it forms part of the National Curriculum, is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme, or is provided for a looked-after child;
- entry for a prescribed public examination where the pupil has been prepared for it at the school;
- examination re-sits where the pupil is being prepared for the re-sit at the school.

VOLUNTARY CONTRIBUTIONS

The school may ask parents and carers for voluntary contributions towards activities, visits, workshops or resources that enrich pupils' education or personal development.

When requesting a voluntary contribution, the school will make clear that:

- the contribution is voluntary;
- pupils will not be excluded from the activity because their parent or carer does not contribute;
- pupils whose parents or carers do not contribute will not be treated differently;
- the activity may be cancelled if insufficient voluntary contributions are received and the school cannot reasonably meet the shortfall from other sources;

- parents and carers may contact the school in confidence if they need support with costs.

Where requested, the school will provide reasonable information about how the cost of an activity has been calculated and how it is being funded.

OPTIONAL EXTRAS FOR WHICH A CHARGE MAY BE MADE

The school may charge for optional extras. Optional extras are activities or services that are not required as part of a pupil's free educational entitlement. Parental agreement will be obtained before an optional extra is provided and charged for.

Optional extras may include:

- education provided mainly or wholly outside school hours that is not part of the National Curriculum, religious education, or a prescribed examination syllabus;
- board and lodging on residential visits, subject to the remissions set out in this policy;
- extended school provision, including breakfast club, after-school club, wraparound care, holiday clubs and some extra-curricular clubs;
- additional after-school coaching, sporting, music, arts or enrichment activities provided by the school or an external provider;
- individual or small-group instrumental or vocal tuition provided at the request of parents or carers, except where no charge is permitted by law;
- materials, books, ingredients, instruments or equipment where parents or carers wish the child to own the finished product or item;
- early years provision beyond a child's funded entitlement, where applicable.

Charges for optional extras will be calculated by reference to the actual cost of providing the activity. This may include materials, travel, entrance fees, staff costs, external provider costs, insurance and administrative costs directly associated with the activity. The charge will not include any element of profit.

RESIDENTIAL VISITS

Where the school organises a residential visit that takes place during school hours, or mainly during school hours, and the education provided is directly related to the National Curriculum, the school will not charge for the education or travel costs. The school may charge for board and lodging, subject to the remissions in section 8.

Riversdale Primary School aims to support access to the Year 6 residential journey. The school may subsidise costs where funding allows and may offer instalment plans to support families with payment over time.

REMISSIONS AND SUPPORT WITH COSTS

The school will consider remission, reduction, subsidy or staged payment arrangements where a parent or carer would otherwise have difficulty meeting a charge. Requests will be handled sensitively and confidentially by the headteacher or a delegated senior leader.

Complete or partial remission may be considered for families in receipt of relevant benefits, families eligible for pupil premium, children looked after or previously looked after, and families experiencing temporary financial hardship or exceptional circumstances.

For residential visits that take place during school hours or mainly during school hours, the school will provide full remission of board and lodging charges where the law requires this for eligible families in receipt of qualifying benefits. The school will also consider additional discretionary support where appropriate and where funds allow.

Parents and carers are encouraged to contact the school as early as possible if payment is a concern. The school may use delegated funds, pupil premium where appropriate, charitable support or other available funding streams to support access, provided that such use is lawful and consistent with the purpose of the funding.

MUSIC TUITION

All pupils study music as part of the normal school curriculum, and no charge is made for this.

A charge may be made for individual or small-group instrumental or vocal tuition provided at the request of parents or carers, unless the tuition is part of the National Curriculum, part of the first access Key Stage 2 Instrumental and Vocal Tuition Programme, or no charge is permitted by law.

Where music tuition is delivered by a peripatetic teacher or external provider, the school will make clear the cost, payment arrangements and any available support before parents or carers commit to the tuition.

SWIMMING

Swimming and water safety form part of the National Curriculum. Where swimming lessons are provided as part of this entitlement, no charge will be made for tuition, transport or related curriculum costs.

EXTENDED SERVICES, CLUBS AND WRAPAROUND CARE

Charges may be made for optional extended services, including breakfast club, after-school club, wraparound care, holiday provision and some extra-curricular clubs. Charges will be published or communicated to parents and carers in advance and reviewed periodically to ensure that provision remains safe, sustainable and appropriately staffed.

Where clubs are run by external providers, parents and carers will be informed whether payment is made to the school or directly to the provider, and the provider's own terms and conditions may apply.

EARLY YEARS AND NURSERY PROVISION

Where the school provides nursery or early years provision beyond a child's funded entitlement, or provides additional optional services linked to early years provision, charges may be made in accordance with the relevant statutory framework and funding conditions. Parents and carers will be informed clearly about funded hours, optional chargeable provision, payment arrangements and any support available.

DAMAGE, LOSS AND REPLACEMENT ITEMS

The school may ask parents or carers to meet the cost of replacing or repairing school property where loss, damage or breakage has been caused wilfully or through neglect. Each case will be considered individually and sensitively, taking account of the circumstances and the family's ability to pay.

REFUNDS AND CANCELLATIONS

Where an activity is cancelled by the school and costs can be recovered, parents and carers will normally be refunded. Where a parent or carer withdraws a pupil from an optional extra or chargeable activity, refunds will depend on whether the school has already incurred non-refundable costs. These arrangements will be explained where relevant when payment is requested.

DEBT MANAGEMENT

The school will seek to prevent debts from arising by communicating costs clearly, offering staged payment where appropriate, and encouraging early contact where families need support. Any debt recovery will be handled proportionately, sensitively and in line with the school's wider financial procedures.

PUBLICATION, MONITORING AND REVIEW

This policy will be published on the school website and made available in paper form free of charge on request. It will be reviewed annually by the governing body, or sooner if statutory guidance or school arrangements change.