CHARGING AND REMISSIONS POLICY 2026

Updated: Sept 2026

Signed: SJ

Review Date: Sept 2027

The basic principle underling the Charging and Remissions Policy is to:

- Ensure that, during the school day all pupils have full and free access to a broad and balanced curriculum and
- Set out the basis for charges and remissions for activities.

The school day is: 08.45am to 12.15pm and 1.15pm to 3.15pm.

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education. Therefore, we aim to promote and provide such activities as part of a broad and balanced curriculum. The governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents' ability to pay.

No charges will be made for:

- Education that is a necessary part of the National Curriculum.
- 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.
- Tuition for pupils learning to play a musical instrument or singing if the tuition 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.
- Reward trips, made at the discretion of the school.

Activities for which charges will be made:

- Materials, books, instruments, or equipment, where the child's parent wishes them to own them for example Cookery ingredients, Design and Technology, Art and Crafts.
- Music and singing tuition for an individual or group to play a musical instrument or to sing where the activity is not an essential part of the National Curriculum or public examination syllabus. For example music lessons provided by Herts Music Service, choir.
- Optional activities outside of the school day, for example After School Clubs where the school incurs a cost, Nursery lunch club or Residential visits taking place outside school hours and which are not an essential part of the school curriculum; for example the Year 6 residential trip, and where participation is on the basis of parental choice and a willingnessto meet the charges. Parental agreement will therefore be a necessary pre-requisite for the provision of optional activities.
- The board and lodging charges for residential visits which are part of the NationalCurriculum
- The cost of activities provided by commercial third parties at school outside school hours and which are to be settled directly between the parent and provider e.g. gym club, footballclub.

Activities for which Voluntary Contributions may be sought:

- Activities which take place during the school day but which may or may not be an essential part of the curriculum and which entail additional cost, for example trips, workshop/theatre experiences, entrance fees, travel costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot orwill not make a contribution. Children of parents who do not make a contribution will not be treated any differently. An activity may be cancelled if not enough voluntary contributions are collected.

Charges for wilful damage caused by pupils to property and equipment

The school reserves the right to levy a charge for wilful damage to property and equipment by pupils and expect parents to support the school in this respect by helping their child to face his/her responsibility. The charge applied may not exceed the full replacement or repair cost of the property and/or equipment.

Calculating charges

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions, fundraising or an allocation of funds from the School budget.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions and cases of Hardship

Pupils entitled to a free school lunch and whose parents are in receipt of support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

Pupils whose parents receive benefits listed below may apply for remission of charges for music fees, cycle training and travel costs. Details are available at:
http://www.hertsdirect.org/services/edlearn/canhelp

Pupils whose parents receive benefit may be entitled to receive remission of charges in part or in fullfor the cost of residential trips which are not part of the National Curriculum, in discussion with the Headteacher. Criteria for successful application will include:

- Is the family receiving support benefit?
- Can the family pay for the cost of board and lodging?
- Are there other extenuating circumstances?
- Is there sufficient evidence to suggest the full cost of the remission applied for is required?

Authorisation of remission will be made by the Headteacher in consultation with the Chair ofGovernors on a case by case basis.

Support Benefits

- 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 (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

The Pupil Premium Grant may be used to fund the provision of places at After School Clubs and bursaries to ensure that all pupils are able to fully participate in school life and benefit from the raising of attainment. Additionally the PTA may subsidise the cost of whole school trips e.g. the annualvisit to the Pantomime.

A summary of this policy will be included on the school's website www.londoncolney.herts.sch.uk

This Policy has been informed by the DFE guidance "Charging for School Activities" (May 2018)