



Charging and Remissions Policy

Reviewed – January 2026

Purpose of the policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for St Peter's CE Primary School, Cowfold's school activities.

Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. The school follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the headteacher who will come to an agreed arrangement.

Residential trips

Special rules apply for residential activities.

a) In School Hours

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within schools hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances
- Income support
- Income-based Jobseeker's Allowance (IBSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided that the parent is not entitled to Working Tax Credit, and their annual Income, assessed by HMRC does not exceed £16,190 for a year.
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

b) Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents in receipt of the allowances identified above have the same entitlements.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus. For other musical tuition, charges will be made for individuals or groups to play a musical instrument by the West Sussex Music Service, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

Ingredients and Materials

The school may charge for ingredients or materials (either in kind or by payment) in cases where parents or pupils have indicated that they wish to own the finished product.

School Equipment

If a member of staff wants to borrow school equipment they must do so with the full agreement of the Headteacher. They must sign for the equipment and pay for any damage incurred.

Personal phone calls should be agreed in advance with the Headteacher, or in his absence another member of the SMT. Prolonged personal calls may be charged to the member of staff incurring the charge.

Examples of Parental Contributions

- Parents are sometimes asked to donate towards the cost of cooking activities and always if attending cookery club. This is either by bringing ingredients to school or making a nominal financial contribution to cover the cost of the ingredients.
- Parents will usually be asked to make a nominal financial contribution to cover the cost of some DT projects if they wish to keep them, especially those which have expensive components (e.g. electrical motors).
- Parents are asked to voluntarily contribute per swim in our pool preferably by a lump sum in advance to cover the term. The amount for this will be set annually by the Finance and Premises Committee.
- Parents who choose to send their children on day trips are asked to voluntarily donate the full amount unless this causes financial hardship. In such exceptional cases parents are asked to talk to the Headteacher in confidence and the cost may be waived.
- Parents who allow their children to join a fee-paying club pay the required amount. In exceptional circumstances parents are asked to talk to the Headteacher in confidence and the cost may be waived if it is felt to be to the benefit of the child.
- Fundraising items e.g. calendar and Christmas cards are paid for by parents if they wish to purchase these items.
- Other items for sale e.g. swimming hats, water bottles and photographs are paid for by parents as appropriate.
- Parents are asked to contribute to lost or damaged library books, either by replacing the book or reimbursing the school financially.

St. Peter's – Policy Summary

Policy Title: Charging and Remissions Policy

Scope: Parents/Carers, Pupils, Staff

Links:

Published: website

Reviewed by: Headteacher

Date: January 2026

Ratified by FGB: 29.01.26

Review Cycle: Annual

Next Review: January 2027