



CHARGING, REFUNDS & REMISSIONS POLICY

APPROVED: December 2025
RATIFIED: January 2026
REVIEW: December 2027

Headteacher Signature:	<i>F. Sapiano</i>	Date: 5/01/2026
Chair of Governors Signature:	<i>L. Curtis</i>	Date: 5/01/2026

CHARGING & REMISSIONS POLICY

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

The Governing Body of Terling Primary School upholds the principle that, in general, no charge will be made where education is provided wholly or mainly during school hours and is part of the national curriculum. Therefore, the school will not levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums during school hours.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents 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 pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Voluntary Contributions

The Governing Body of Terling Primary School has agreed that the Head Teacher may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of the parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

There is no legal reason why a school should not invite parents/carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Legislation - Educational During School Hours

The DfE in its guidance to School Governors states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions".

REFUNDS

Educational visits

When a pupil is absent due to illness and does not attend an educational visit, the transport/entrance cost will not be refunded, where already committed. However, where possible, the school will endeavour to recover costs related to that activity and, if successful, will then refund the parent/carer.

If a trip has to be cancelled by the school, parental contributions will be refunded, less any initial deposits withheld by the venue.

Where contributions for an activity exceed the final total cost by more than £5 per student, a refund will be given. Excess income less than £5 per student will be retained in school funds. Excess expenditure will be paid from school funds.

Residential activities

If a student does not attend a residential activity due to illness, the school will endeavour to recover costs, through the trip insurance and, if successful, will then pass this refund onto the parent/carer; please note that initial deposits may be retained by the travel company.

Where a residential trip is cancelled by the travel company, the school will endeavour to recover full refunds which, upon receipt, will be passed onto the parents/carers.

Where a residential trip is cancelled by the school, parental contributions already received will be refunded, less any initial deposits withheld by the venue.

Music tuition

Where Instrumental or singing lessons are cancelled by the tutor or the school, and payment has already been received, the school will transfer the funds to cover future lessons taken by the relevant student. If lessons are not being continued in the following term, the parent/carer may request a refund.

Where a student fails to attend a pre-booked lesson, refunds do not apply.

Where parents pay for music tuition directly with the tutor, they will agree their terms with each other.

Extra-curricular activities

If a student does not attend an activity due to illness, no refund applies.

Where curriculum related clubs are cancelled by the school, the income received will be held to cover the cost of the next round. Where students are not taking part in the future, parents/carers are entitled to request a refund.

Outside of school hours' activities which are not part of the curriculum, public examination syllabus or part of the school's basic religious education

If a student does not attend an activity due to illness, no refund applies.

Where the activity is cancelled by the school, the income received will be held to cover the cost of the next round.

Where students are not taking part in the future, parents/carers are entitled to request a refund.

Where the activity is arranged by the school but has been cancelled by external organisers/tutors/sports coaches, the school will endeavour to obtain refunds which, upon receipt, will be passed onto the parents/carers.

Where an activity arranged by external organisers directly with parents/carers is cancelled, the parents/carers must contact the organisers to obtain a refund in accordance with the separate booking agreement.

REMISSIONS

To ensure that access to activities reflects intentions, Terling CofE Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils 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.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Headteacher will use their discretion in deciding whether to waive charges.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit - provided the parent is not entitled to Working Tax Credit
- Guarantee element of State Pension Credit
- At the discretion of the Head Teacher in consultation with the Chair of the Governing Body.

Data Protection of Pupils and Families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Residential Trips

The Governing Body of Terling Primary School has agreed that the school can charge for the cost of board and lodging during residential school trips, but that this cost must not exceed the actual cost of the provision.

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus is religious education. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.

Instrumental Music Tuition

The Governing Body of Terling Primary School has agreed that a charge may be made for instrumental music tuition, unless the tuition forms part of the syllabus for a prescribed examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

Public Examinations

No charge may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set in regulations.

Charges for “finished products”

The Governing Body has agreed that the school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology.

Optional Extras

This kind of activity can be charged for where the activity takes place outside school hours. This can include:

- Pupil's travel costs.
- Board and lodging
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres etc.
- Insurance costs
- The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity.

Clothing

The Governing Body have agreed that parents can be asked to provide their children with such things as PE kit, protective aprons and sports kit.

Lost School Equipment, Books etc

Parents may be expected to replace or pay for the cost of lost items of school property.

Breakages and Damage to School Buildings, Furniture or Property

Parents may be charged for damage caused as a result of a pupil's behaviour.

Information on Charging and Remissions Policy

The Governing Body of Terling Primary School will make the charging policy of the school available on the school website.