Mawnan
CE VA PRIMARY SCHOOL
Using our God-given gifts to let our light shine

Charging and Remissions Policy

March 2026

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Statement of intent

Mawnan CE VA Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and have created this policy to ensure we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents, and the circumstances in which they will waive any charge parents would otherwise expect to pay.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE 'Maintained schools governance guide'
- DfE 'What maintained schools must or should publish online'
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE 'Charging for school activities'

This policy operates in conjunction with the following school policies:

- Anti-Fraud and Corruption Policy
- Complaints Procedures Policy
- Data Protection Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

2. Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable

3. Roles and responsibilities

The governing board will be responsible for:

- Reviewing and updating this policy.
- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The school office and finance administration team will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

4. Charging for education

The school will not charge for:

- Admission applications.
- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.

- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits at the school.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- Certain early years provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

The school will explain the circumstances in which charges may be reduced or waived, as set out in the Remissions section of this policy.

5. Optional extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
    - Part of the national curriculum
    - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Part of religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education

- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, e.g. after-school clubs, tea, and supervised homework sessions

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided equally by the number of participating pupils.

Charges applied will not include an element of subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

6. Voluntary contributions

The school may request voluntary contributions towards school activities, including educational visits, where charging is not permitted. All such contributions are entirely voluntary. Parents will

be informed of the total cost and whether an activity may be cancelled if insufficient contributions are received. No parent is obliged to contribute and no pupil will be treated differently because their family does not contribute.

All pupils will have an equal opportunity to participate, regardless of whether their parents make a voluntary contribution. The school will not identify or single out families who have not contributed. Where insufficient funding is available, the activity may be cancelled for all pupils, and parents will be informed promptly.

Requests will be made sensitively and without pressure. The school will not use colour-coded reminders or other practices that could identify non-contributing families. Financial assistance may be requested confidentially from the headteacher.

7. Music tuition

Individual or group instrumental or vocal tuition requested by parents may be charged for in accordance with the Charges for Music Tuition (England) Regulations 2007. Charges will not exceed the cost of provision. Whole-class curriculum music and other tuition required as part of the national curriculum will be provided free of charge. Where external music providers deliver optional lessons, the school will make clear the provider, charges and payment arrangements in advance.

There will be no charges applied if the music tuition is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge for music tuition will be made in respect of pupils who are looked after by a local authority.

8. Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transport provided for an educational visit.

9. Residential visits

The school will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost.

Parents entitled to the statutory exemption from board and lodging charges for qualifying residential visits will receive full remission of those charges. Eligibility will be assessed against the current statutory criteria set out in the DfE guidance "Charging for school activities", including the applicable qualifying benefits and income thresholds at the time of the visit.

The school will explain how families can establish eligibility and will handle supporting information sensitively and confidentially. Families who do not meet the statutory criteria but experience hardship may also request discretionary assistance, subject to available funding.

10. Education partly during school hours

The school will follow DfE guidance when determining whether an activity is deemed to take place during school hours or not, as set out below.

In the case of non-residential activities:

- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours, and no charge will be made.
- If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

- Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

Where a visit is residential, if the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, it will be deemed to have taken place during school hours and the school will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Charges for optional extended-day services are separate from charges for compulsory education and are explained in the Wraparound care section below.

11. Damaged or lost items

The school may seek reasonable reimbursement for school property deliberately or negligently damaged or lost. Any charge will reflect the actual reasonable repair or replacement cost, taking account of the item's age and condition, the circumstances, the pupil's needs and any financial hardship. Charges will not be automatic.

12. Remissions

Mawnan CE VA Primary School is committed to ensuring that financial circumstances do not prevent pupils from accessing educational experiences. Requests for support will be considered sensitively, confidentially and individually. The school may use appropriate hardship or other permitted funds to support participation, subject to available resources and the conditions attached to each funding source. Statutory remissions, including qualifying residential board and lodging, will always be honoured and are not dependent on the availability of a discretionary hardship fund.

Families experiencing financial difficulty may request discretionary assistance whether or not they receive a particular benefit. In considering requests, the headteacher may take account of household circumstances, eligibility for relevant benefits, the nature of the activity and the resources lawfully available.

To request assistance, parents should contact the headteacher confidentially. The school will not disclose individual applications to other parents or pupils.

13. School trip refunds

Any deposit for a genuinely optional, chargeable activity will be explained to parents before booking, including any non-refundable costs already committed to suppliers. Voluntary contributions for activities that must be provided free of charge will not be treated as compulsory deposits. Refund decisions will be fair, transparent and consistent with applicable law and booking terms.

Where the school cancels an activity, it will normally refund payments made for provision that will not take place, subject to the nature of the payment and any lawful, clearly communicated arrangements. Where a third-party provider cancels, the school will seek available refunds and explain the outcome to families.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

A child will not be excluded from a future educational visit because their family previously cancelled a booking or received a refund.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Where payments exceed the final cost of a chargeable activity, the school will review and refund any overpayment as appropriate. Any surplus voluntary contributions will be handled transparently in accordance with the purpose communicated to parents.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

14. Wraparound care (breakfast club and after-school provision)

Breakfast club and after-school wraparound care are optional, chargeable services. Current session prices, operating hours and booking arrangements will be published separately and communicated to parents before a booking is confirmed.

Sessions must normally be booked and paid for in advance. Families should not build up arrears; where payment difficulties arise, the school will contact parents promptly and sensitively to agree appropriate next steps in line with its debt recovery arrangements.

Cancellation deadlines, refunds for unused sessions, late collection arrangements and any additional charges will be stated clearly in the published wraparound terms and conditions. The school will not introduce charges retrospectively.

The school will consider requests for assistance with wraparound costs confidentially and signpost families to any relevant childcare support schemes. Any discretionary reduction will be considered in accordance with available resources and applicable funding rules.

15. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

16. Monitoring and review

This policy will be reviewed at least annually by the governing board, or sooner if relevant guidance or legislation changes.