



Charging & Remissions Policy

September 2026

1. Aims

Our school aims to:

- have robust, clear processes in place for charging and remissions;
- clearly set out the types of activity that can be charged for and when charges will and will not be made; and
- offer a range of activities and visits whilst minimising financial barriers that may prevent pupils from taking full advantage of these opportunities.

2. Legislation and guidance

This policy is based on the Department for Education (DfE) guidance on charging for school activities and on sections 449 to 462 of the Education Act 1996, which set out the law on charging for school activities in England. It should be read alongside current DfE guidance and any relevant statutory requirements applying to maintained schools.

3. Definitions

Charge: a fee payable for a specifically defined activity or service.

Remission: the full or partial cancellation of a charge that would otherwise be payable.

Voluntary contribution: a payment that parents/carers may choose to make towards an activity for which the school cannot require payment.

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving this charging and remissions policy and for monitoring its implementation. It may delegate aspects of this responsibility where appropriate.

4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with this policy, that it is applied consistently and that any discretionary remission decisions are made fairly and confidentially.

4.3 Staff

Staff are responsible for:

- implementing this policy consistently; and
- referring any uncertainty about charges, contributions or remissions to the Headteacher or School Business Manager before commitments are made to parents/carers.

4.4 Parents and carers

Parents/carers are encouraged to contact the school if they have any questions about a charge, voluntary contribution or financial support. Requests for financial assistance will be handled sensitively and confidentially.

5. Where charges cannot be made

The school will not charge for the following:

5.1 Admission and education

- applications for admission to the school;
- education provided during school hours, including the supply of materials, books, instruments or other equipment needed for that education;
- education provided outside school hours where it is part of the National Curriculum or religious education;

- instrumental or vocal tuition where it is an essential part of the National Curriculum or is provided under the first-access Key Stage 2 instrumental and vocal tuition programme; and
- any other provision for which charging is prohibited by law or current DfE guidance.

5.2 Transport

- transport to or from school where the local authority has a statutory duty to provide it;
- transport to other premises where the governing board or local authority has arranged for a pupil to receive education; and
- transport provided in connection with an educational visit where the law prevents a charge being made.

5.3 Educational and residential visits

- education provided on a visit that takes place during school hours;
- education provided outside school hours where it forms part of the National Curriculum or religious education; and
- the cost of supply teachers covering for teachers who are absent from school because they are accompanying pupils on a residential visit.

The school may, however, charge for board and lodging on a residential visit, subject to the limitations and remission arrangements set out in sections 6, 8 and 9 of this policy.

6. Where charges can be made

The school may make charges in the circumstances set out below, where those charges are permitted by law and are covered by this policy.

6.1 Materials and items parents wish to own

A charge may be made for materials, books, instruments or equipment where a parent/carer has indicated in advance that they wish their child to own the finished item or materials. Where ownership is not requested, no charge will be made for materials needed for education provided during school hours.

6.2 Optional extras

The school may charge for optional extras, including:

- education or activities provided outside school hours that are not part of the National Curriculum or religious education;
- transport provided for an optional extra, where that transport is not otherwise required to be provided free of charge;
- board and lodging for a pupil on a residential visit;
- extended-day services, including breakfast club, after-school care and other optional childcare or clubs; and
- other optional activities that the school is legally permitted to charge for.

6.3 Music tuition

The school may charge for individual or group vocal or instrumental tuition where the tuition is provided at the request of a pupil's parent/carer and charging is permitted. Charges will not exceed the cost of providing the tuition. No charge will be made where the tuition is an essential part of the National Curriculum, is provided through the first-access Key Stage 2 instrumental and vocal tuition programme, or where another statutory exemption applies.

6.4 Residential visits

The school may charge for board and lodging on residential visits, but the charge will not exceed the actual cost. Statutory and discretionary remission arrangements are set out in section 9.

6.5 Early years provision

Where the school provides early years or nursery provision, funded entitlement hours will be delivered free of charge in accordance with the relevant statutory guidance. The school may charge for additional private hours, meals, consumables or optional services where this is permitted. Any such charges will be communicated clearly to parents/carers in advance and will not be a condition of accessing a funded place.

7. Voluntary contributions

The school may ask parents/carers for voluntary contributions towards activities, visits or additional opportunities that could not otherwise be provided from the school budget.

There is no obligation to make a voluntary contribution. No pupil will be excluded from an activity because their parent/carer is unwilling or unable to contribute, and pupils whose parents/carers do not contribute will be treated no differently from other pupils.

The school will not place parents/carers under pressure to contribute. Where insufficient voluntary contributions are received and the school is unable to meet the shortfall from another source, an activity or visit may have to be cancelled.

8. Activities and services we charge for

The school currently makes, or may make, charges for the following activities and services. Any charge will be made in accordance with sections 5 and 6 of this policy.

8.1 Wraparound care

Breakfast club bookings are currently charged at £3.00 per day for the session 7:30am to 8:45am. This includes breakfast.

After-school provision is currently charged as follows:

Session	Charge
3:15pm - 4:15pm	£3.00
3:15pm - 5:15pm	£6.00
3:15pm - 6:00pm	£9.00

After-school provision includes a healthy snack.

Where Hummersea participates in the DfE free breakfast club programme, the school will provide the required free breakfast club offer to all pupils from Reception to Year 6 in accordance with current programme requirements. If paid before-school childcare operates alongside the free offer, the paid fee will be adjusted to reflect the free element. Parents/carers will be informed clearly of the arrangements.

Wraparound charges are subject to review and may be adjusted to reflect costs. The school will normally give at least six weeks' notice before changing published prices.

8.2 Residential visits

The school may charge for the actual cost of board and lodging on residential visits. The school will not charge for the educational element where charging is prohibited. Parents/carers who meet the statutory qualifying criteria will receive full remission of the board and lodging charge as set out in section 9.1.

8.3 Optional extras, music tuition and items to be owned

Where the school offers a chargeable optional extra, music tuition requested by a parent/carer, or materials/items that a parent/carer wishes their child to own, the charge will be communicated in advance and will not exceed the cost permitted under section 6 of this policy.

9. Remissions and financial support

The school recognises that charges can create financial barriers for some families. In addition to any statutory entitlement to remission, the school may waive or reduce a permitted charge where a family is experiencing financial hardship and where school resources allow.

Requests for discretionary support should be made to the Headteacher or School Business Manager. Each request will be considered fairly, sensitively and confidentially, taking account of the nature of the activity, the family's circumstances and the funding available. A discretionary remission in one case does not create an automatic entitlement in another case.

9.1 Statutory remission for residential visits

Where a residential visit includes education for which the school is prohibited from charging, parents/carers who meet the statutory qualifying criteria under section 457(4) of the Education Act 1996 are entitled to full remission of the charge for board and lodging.

Eligibility rules can change. The school will therefore apply the statutory criteria and current government/DfE guidance in force at the time of the visit rather than relying on a fixed list of benefits in this policy. Parents/carers will be informed of their right to claim remission and the school will verify eligibility through the appropriate process.

The expanded free school meals entitlement introduced from September 2026 does not, by itself, determine entitlement to every additional benefit previously linked to free school meals. The school will use the specific statutory criteria that apply to residential remission at the relevant time.

9.2 Discretionary remission

The Headteacher may authorise full or partial remission of other permitted charges where this is necessary to support a pupil's participation and is affordable within the school's available budget. Where appropriate, this may include support for families experiencing temporary or exceptional financial difficulty.

10. Monitoring and review

The School Business Manager will monitor charges and remissions to ensure that they comply with this policy. The policy will be reviewed annually, or sooner if there is a significant change in legislation or DfE guidance. Any changes to the policy will be approved by the Headteacher and governing body.

Approved by	Headteacher and Governing Body
Approval date	September 2026
Next review	September 2027