Longmeadow Primary School

Charging and Remissions Policy

Policy Sign off

Approved by:	Mr James Berry Headteacher Ms Jo-Ann Staniforth, Chair of Governors	**Date: June 2026**
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Introduction

Longmeadow Primary School is required by law to adopt a policy on charging and remission arrangements for the school's activities. The school wishes to provide the best possible educational opportunities available for all pupils.
The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents, and the school is committed to uphold the legal requirements. However, some educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents.
The school's concern is to keep financial contributions to a reasonable minimum, and to ensure as far as possible that all pupils can take part, irrespective of their circumstances. The law recognises that charges may be made to parents in certain defined circumstances - provided that the school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils.

1. Admissions
There is no charge for admissions.

2. School meals
There is no charge for pupils who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free school meals are charged as per the displayed prices.

3. Activities that take place during school hours
There is no charge for curriculum activities during school hours with the exception of music tuition (section 8), swimming lessons and some educational trips.

The school may charge for:
- books and materials that the parent wishes the child to keep
  (the cost will be made clear to the parents before charge)
- optional extras (section 5)
- music tuition (section 8)

4. Activities that take place outside of school hours (non-residential)
There is no charge for activities that take place outside of school hours when they are:
- part of the set curriculum, including sports matches against other schools

Optional extras
The school may charge for optional extras.

Optional extras are education provided outside of school time that is not:
- part of the National Curriculum
- part of religious education
- transport that is not taking the pupil to a school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

The headteacher will decide when it is necessary to charge for optional activities, and the levels of charge are set annually by the headteacher on the recommendation of the Longmeadow Governing Board. The charges, when determined, is published on the school's website, and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Under no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 11).

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

- any materials, books, instruments, or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity is based on parental choice and a willingness to pay the charges. The school seeks the agreement of parents before organising the provision of an optional extra where charges are made.

5. Activities that take place partly during school hours either on or off site

Where most a non-residential activity takes place during school hours the charging of the activity will be the same as those outlined in section 3.
Travelling time is included in time spent on activity.
In cases where most a non-residential activity takes place outside of school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from the school accompanying pupils on a visit. In this case, the charging of the activity will be the same as is outlined in section 4.

6. Residential activities

Our school will not charge for:

- education, that is a part of the school curriculum, provided on any visit that takes place during school hours
- education, that is a part of the school curriculum, provided on any visit that takes place outside school hours if it is
  - part of the National Curriculum
  - part of religious education
- supply teachers to cover for those teachers who are absent from the school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents are informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 10 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged is calculated to cover the unit cost per pupil. These charges may not apply to those entitled to remissions, but no other pupils are charged extra to cover costs.

The school may charge for residential activities that fall outside of school hours (see section 4).

7. Music tuition within school hours

The school follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges are made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

The school is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for pupils in care. This includes instruments, music books and exam fees.

8. Extended services

The school provides a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when pupils are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.
- Breakfast and homework / extended hours' clubs which sometimes include providing meals.

The total charge will not exceed the cost of providing the activity and no parent is asked to subsidise others.

9. Damage to property and breakages

Where school property has been wilfully damaged by a pupil or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may recharge some or all the cost to those responsible. The decision to apply charges is made by the headteacher on a case-by-case basis.

10. Remissions and concessions

The school will consider the remission of charges to parents who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Pupils and families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges are dealt with confidentially. The headteacher and chair of Longmeadow Governing Board are responsible for authorising the remission of charges.

The school may choose to subsidise part or all the payment of some charges for certain activities and pupils, and this will be determined by the headteacher and chair of the governing board.

Requests for remissions of charges will not be made retrospectively.

11. Voluntary contributions

The school may ask for voluntary contributions to the school for general funds.
The school may also make such requests to fund activities that will enrich pupils' education, but which could not take place without contributions being on a voluntary basis.
In any case where an activity cannot be afforded without voluntary funding, it will be made clear to the parents that there is a risk of cancellation if voluntary contributions are not received. If the activity is cancelled, all monies paid will be returned to parents.
There is never an obligation for a parent to make any voluntary contribution and the school will in no way pressure parents to contribute.

12. Inability or unwillingness to pay

The school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it may be cancelled.
The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, is not disclosed under any circumstances.

13. Arrangements for monitoring and evaluation

The Resources Committee will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those pupils most in need of additional support.

The Governing Board will review this policy annually in line with its cycle of review.