



# **Peppard Church of England Primary School**

## **CHARGING POLICY**

**2025-2026**

|                            |                     |                            |
|----------------------------|---------------------|----------------------------|
| <b>Approved by:</b>        | Resources Committee | <b>Date:</b> December 2025 |
| <b>Last reviewed on:</b>   | September 2025      |                            |
| <b>Next review due by:</b> | December 2028       |                            |



### Contents

|                                       |   |
|---------------------------------------|---|
| 1. Aims.....                          | 2 |
| 2. Legislation and guidance.....      | 2 |
| 3. Definitions.....                   | 2 |
| 4. Roles and responsibilities .....   | 2 |
| 5. Where charges cannot be made ..... | 3 |
| 6. Where charges can be made .....    | 3 |
| 7. Voluntary contributions.....       | 4 |
| 8. Activities we charge for .....     | 4 |
| 9. Remissions.....                    | 4 |
| 10. Monitoring arrangements .....     | 4 |

### 1. Aims

Peppard Church of England Primary School aims to:

- Have clear, robust and transparent processes in place for charging and remissions
- Clearly set out the activities for which charges may or may not be made
- Offer a broad and balanced range of educational experiences, visits and activities while minimising financial barriers that may prevent pupils from taking part

We are committed to ensuring that no child is excluded from school activities due to financial hardship.

### 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and on the **Education Act 1996**, sections 449–462, which set out the law on charging for school activities in England. As a maintained school, Peppard Church of England Primary School is required to comply fully with this legislation.

### 3. Definitions

- **Charge:** A fee payable for a specifically defined activity
- **Remission:** The cancellation or reduction of a charge which would normally be payable

### 4. Roles and responsibilities

#### 4.1 The governing board

The governing board has overall responsibility for approving and monitoring the implementation of this policy. Responsibility for monitoring the day-to-day application of the charging and remissions policy is delegated to the **headteacher**.

#### 4.2 Headteacher

The headteacher is responsible for ensuring that:

- Staff are familiar with this policy
- The policy is applied consistently and fairly
- Any concerns or exceptional circumstances are considered appropriately

#### 4.3 Staff

Staff are responsible for:

- Implementing this policy consistently
- Informing the headteacher if they are unsure whether a charge applies in a particular situation

Appropriate guidance and support will be provided to staff where necessary.

#### 4.4 Parents/carers



## Charging Policy

Parents and carers are expected to raise any questions or concerns regarding charges or remissions with the school at the earliest opportunity.

### 5. Where charges cannot be made

The school will **not charge** for the following:

#### 5.1 Education

- Admission applications
- Education provided during school hours, including materials, books, instruments or equipment
- Education provided outside school hours if it forms part of:
  - o The National Curriculum
  - o Religious Education
- Instrumental or vocal tuition provided as part of the curriculum
- Entry for public examinations where pupils have been prepared at the school
- Examination re-sits where pupils are prepared for the re-sit at the school

#### 5.2 Transport

- Transport provided where the local authority has a statutory duty
- Transport to another site where pupils are educated as part of the school day
- Transport provided as part of an educational visit during school hours

#### 5.3 Residential visits

The school will not charge for:

- Education provided during school hours
- Education provided outside school hours if it forms part of the National Curriculum or Religious Education
- Supply teacher costs associated with residential visits

### 6. Where charges can be made

#### 6.1 Education

The school may charge for:

- Materials or equipment where parents/carers wish their child to own them
- Optional extras
- Music tuition provided at the request of parents/carers
- Certain early years provision
- Community facilities

#### 6.2 Optional extras

Charges may be made for activities known as **optional extras**, including:

- Education provided outside school hours that is not part of the National Curriculum or Religious Education
- Transport for optional activities
- Board and lodging on residential visits
- Extended day services such as breakfast clubs and after-school clubs

Charges will reflect the **actual cost** of the activity and will be shared equally among participating pupils. No charge will include a subsidy for other pupils.

Parental agreement will be obtained before any chargeable activity takes place.

#### 6.3 Music tuition

The school may charge for instrumental or vocal tuition provided at the request of parents/carers, provided that:



## Charging Policy

- The tuition is not part of the National Curriculum
- The charge does not exceed the cost of provision

Charges will not be made for pupils who are looked after by the local authority.

### 6.4 Residential visits

The school may charge for **board and lodging** on residential visits. This charge will not exceed the actual cost.

### 7. Voluntary contributions

The school may request voluntary contributions for activities such as:

- Educational visits and trips
- Special curriculum enrichment activities

There is **no obligation** for parents/carers to contribute, and no pupil will be excluded if a contribution is not made. If insufficient contributions are received, the activity may need to be cancelled.

### 8. Activities we charge for

The school charges for:

- Breakfast club
- After-school clubs
- Residential visits (board and lodging only)

Charges are calculated based on staffing, resources and operational costs. Charges are reviewed annually by the governing board, and parents/carers are informed of any changes in advance.

### 9. Remissions

In certain circumstances, charges may be reduced or waived at the discretion of the governing board.

#### 9.1 Remissions for residential visits

Parents/carers in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (subject to income thresholds)
- Working Tax Credit run-on
- Universal Credit (subject to income thresholds)

Requests for remission will be treated confidentially.

### 10. Monitoring arrangements

The **headteacher** monitors charges and remissions to ensure compliance with this policy.

This policy is reviewed **annually** and approved by the **governing board**.