



Greenholm Primary School Official Policy

Name of Policy: Charging and Remissions Policy

Date Reviewed: October 2026



1. Our Commitment

At Greenholm Primary School, we want every child to take part in the full life of the school regardless of their family's financial circumstances.

Most educational activities that take place during the school day are provided free of charge. Where the school is legally permitted to make a charge or request a voluntary contribution, we will explain this clearly in advance.

No child will be treated differently or prevented from participating because their parent or carer is unable or unwilling to contribute.

This policy has been developed in accordance with Charging for School Activities guidance and applies to the academy through its funding agreement. [\[gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#)

2. What the School Provides Free of Charge

We do not charge for:

- Teaching and learning during the school day.
- Books, materials and equipment needed for lessons.
- Education provided as part of the National Curriculum.
- Religious Education.
- Educational visits that take place during school hours, except where legislation permits specific charges.
- Examination entry fees where pupils have been prepared for the examination by the school.
- Transport required to enable pupils to access statutory education. [\[assets.pub...ice.gov.uk\]](#)

Definition of School Hours

For charging purposes, school hours do not include the break in the middle of the school day.

An activity is regarded as taking place during school hours if 50% or more of the time spent on the activity occurs during school sessions. [\[assets.pub...ice.gov.uk\]](#)



3. When the School May Make a Charge

Optional Activities

The school may charge for activities that take place mainly outside school hours and are not part of the National Curriculum or Religious Education.

Examples may include:

- Residential visits.
- Theatre visits.
- Sports activities provided by external organisations.
- Extra-curricular clubs.
- Special interest activities.

Any charge will reflect the actual cost of providing the activity. [\[assets.pub...ice.gov.uk\]](#)

Music Tuition

Charges may be made for individual or small-group instrumental or vocal tuition that is not part of the National Curriculum or a public examination syllabus. [\[assets.pub...ice.gov.uk\]](#)

Nursery and Childcare Provision

Where applicable, charges may be made for:

- Nursery sessions beyond funded entitlement hours.
- Breakfast Club.
- After-School Club.
- Wraparound childcare provision.

Lettings and Community Use

The school may charge community groups, organisations or individuals for the use of school facilities in accordance with the school's Lettings Policy.



Damage or Loss

Parents may be asked to pay the cost of repairing or replacing school property that has been deliberately or negligently damaged, lost or misused by a pupil. This may include:

- Books.
- Learning resources.
- ICT equipment.
- Furniture.
- Buildings and facilities. [\[assets.pub...ice.gov.uk\]](#)

4. Voluntary Contributions

To enhance pupils' educational experiences, the school may invite parents and carers to make voluntary contributions towards activities and visits.

A voluntary contribution means:

- There is no obligation to contribute.
- No pupil will be excluded because a contribution has not been made.
- No pupil will be treated differently because a contribution has not been made.
- The school will not identify children whose parents have or have not contributed.

[\[assets.pub...ice.gov.uk\]](#)

However, where an activity can only take place if sufficient funding is available, the school may cancel the activity if voluntary contributions do not cover the cost. Parents will be informed where this applies. [\[assets.pub...ice.gov.uk\]](#)

5. Residential Visits

Residential visits provide valuable educational and personal development opportunities.

Where a residential visit takes place during school hours or forms part of the curriculum, the school may charge only for board and lodging (accommodation and meals). No charge will be made for education provided as part of the visit. [\[assets.pub...ice.gov.uk\]](#)

Any charges will be explained to parents before commitments are made.



6. Help for Families and Remissions

The Governing Board is committed to ensuring financial hardship does not prevent pupils from accessing educational opportunities.

Parents experiencing financial difficulty are encouraged to contact the Headteacher or School Business Manager as early as possible. Early discussions often enable the school to provide support or identify available funding assistance.

All requests will be handled sensitively and in confidence.

Subject to available funding, the school may provide financial assistance towards:

- Educational visits.
- Residential visits.
- Curriculum enrichment activities.
- Music tuition.
- Other chargeable educational activities.

Residential Visit Remissions

The school will provide remission of board and lodging charges for residential visits to pupils whose parents are eligible for benefits prescribed by the Government for this purpose.

The school will ensure eligible families are informed of the support available. [\[assets.pub...ice.gov.uk\]](#)

7. Examination Fees

The school will pay examination entry fees for pupils whom it has prepared for the examination.

The school may charge where:

- A parent requests entry to an examination not prepared for by the school.
- A pupil is entered for an examination outside normal school arrangements.
- A pupil requests a re-sit that is not funded by the school.

The school may recover examination entry fees where a pupil fails, without good reason, to complete the requirements of an examination for which the school has paid. [\[assets.pub...ice.gov.uk\]](#)



8. Refunds

If the school cancels an activity or visit, payments already made will normally be refunded.

Where a pupil withdraws from an activity, refunds will be considered on an individual basis and will depend upon:

- Costs already incurred.
 - Commitments entered into by the school.
 - Whether costs can be recovered from suppliers.
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9. Unpaid Charges

The school asks that all payments are made by the stated deadline.

If payment difficulties arise, parents should contact the school as soon as possible so that support or a payment arrangement can be discussed.

The school will seek to resolve payment issues fairly, reasonably and sensitively.

Where charges remain unpaid, the school may follow its normal debt recovery procedures.

10. Equality

The school will apply this policy fairly and consistently and will take account of its duties under the Equality Act 2010.

11. Monitoring and Review

The Governing Board will review this policy annually, or sooner where required by:

- Changes in legislation.
 - Updated Department for Education guidance.
 - Changes to the Academy Trust Handbook.
 - Significant changes to school practice. [\[assets.pub...ice.gov.uk\]](#)
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12. Publication

This policy is published on the school website and is available from the school office on request.

[\[schoolsweb...ire.gov.uk\]](#)

Approval

Approved by: Governing Board

Chair of Governors: _____

Date: _____

Headteacher (Accounting Officer): _____

Date: _____

This version aligns with current Charging for School Activities guidance and academy requirements, including the statutory provisions on voluntary contributions, residential visits, examination fees, remissions, and publication of the policy. [\[gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#), [\[schoolsweb...ire.gov.uk\]](#)