



DIOCESE OF SOUTHWELL
& NOTTINGHAM

MULTI ACADEMY TRUST

Linby cum Papplewick C of E Primary School

Charging and Remissions Policy

Policy date: January 2026

Approved by Governors: January 2026

Policy review date: January 2028

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1. Introduction

The Governing Body of Linby cum Papplewick C of E Primary School recognises the valuable contribution that a range of activities, including trips, clubs and residential experiences, can make towards pupils' education and experiences. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. This policy outlines our approach to charging for school activities and the circumstances under which we offer remissions to support families in need.

2. Aims of the Policy

- To ensure that all pupils have access to educational opportunities regardless of their financial circumstances.
- To provide clarity for parents and guardians regarding charges for school activities.
- To outline the process for applying for remissions.

3. Legislation and guidance

The policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 – 462 which set out the law on charging for school activities in maintained schools in England. This policy has been informed by A Guide to the Law for School Governors.

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

4. Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during the normal school day (between 8.40am and 3.30pm). This includes the supply of any materials, books and equipment provided in school hours.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a public examination, which the pupils is being prepared for at the school, or part of religious education.

5. Chargeable School Activities

We may charge for the following activities:

5.1 Educational Visits

- Charges may be made for school trips that are not part of the national curriculum or are optional.
- The cost will include transport, entry fees, and any additional costs incurred.
- Board and lodgings on residential visits.

5.2 After-School Clubs and Activities

- Charges may apply for after-school clubs and activities that are not funded by the school budget.
- Fees will be communicated in advance and will cover staffing and resources.

5.3 Wraparound Care

- Charges will be made for wraparound care services provided before and after school.
- The fees will be reviewed annually and communicated to parents and carers.

5.4 Materials and Equipment

- Parents and carers may be asked to contribute towards the cost of materials for practical subjects (e.g., art, cooking) if the product is taken home.

5.5 Music lessons

- Teaching an individual pupil or groups of up to four pupils to play a musical instrument.

6. Voluntary contributions

The school may ask for voluntary contributions for activities during the school day which entail additional costs, for example, leaders of workshops, bought in to enhance the learning beyond the remit of the National Curriculum, visiting authors, artists, sports coaches or other providers of opportunities above and beyond what would be expected in a normal school day, subject to the following condition:

Any children of parents who do not wish to contribute will not be treated any differently and no pupil will be prevented from participating because his/her parents / carers cannot or will not make a contribution, however where there are insufficient contributions to make the activity viable, the activity may be cancelled.

7. Remissions

7.1 Eligibility for Remissions

- Remissions may be granted for families experiencing financial hardship, including those eligible for Free School Meals or other forms of financial support.

7.2 Application Process

- Parents and carers wishing to apply for remissions should contact the Office Manager in confidence.
- Documentation may be required to support the application, and all information will be treated sensitively.

7.3 Discretionary Remissions

- The school reserves the right to offer discretionary remissions for specific circumstances, such as a family experiencing unexpected financial difficulties.

8. Payment Arrangements

- Payments for activities will be required in advance unless otherwise agreed.
- The school will provide clear information on payment methods (e.g., online payment systems, cash, cheques).

9. Review of Charges

- The school will review its charging policy every two years, taking into account feedback from parents and carers, as well as changes in funding and costs.

10. Communication

- This policy will be made available to all parents and carers via the school website or from the school office on request.

11. Conclusion

Linby cum Papplewick C of E Primary are committed to ensuring that financial constraints do not prevent children from participating in school activities. We encourage open communication with families regarding any concerns about charges and remissions.