



East Sheen Primary School

Charging and Remissions Policy

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purposes of these provisions are:

- to maintain the right to a free school education
- to ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours
- to confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours

The Governors believe that activities such as educational visits, specialist workshops and participation in special events are an extension to, and an enrichment of, the curriculum. They have adopted the LA Policy of Charging for School Activities, which allows the school to ask for voluntary contributions from parents to support these activities. The policy is reviewed regularly.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Charges:

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to

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support the visit. If a parent wishes to contribute more than the suggested amount, there is an option to do so.

Parents have a right to know how each trip is funded. The school provides this information on request. In the case of residential trips, when school has to make a commitment in advance, any deposit received from the parents will be non-refundable.

The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips
- musical events
- clubs

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover board and lodging, but the charge must not exceed the actual cost. We ask for voluntary contributions to cover the cost of transport, workshops, and activities.

Some families will be exempt from the charge for board and lodging (see 'Remissions'), and if parents are experiencing financial difficulty, they are invited to speak in confidence to the headteacher.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual music tuition if this is not part of the National Curriculum. The Richmond Music Trust teaches individual or small group lessons and charge the parents directly. The Richmond Music Trust provides parents with information about additional music tuition at the start of each academic year.

For more information on what the school can and cannot charge for, please see [here](#). Information about how charges are calculated are available to parents in communications about the event or item the charge pertains to.

Remissions:

In some circumstances, the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits, but may still be asked for a voluntary contribution:

- o Income Support
- o Income-based Jobseeker's Allowance
- o Income-related Employment and Support Allowance
- o Support under part VI of the Immigration and Asylum Act 1999
- o The guaranteed element of Pension Credit
- o Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- o Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- o Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Reviewed by Governors: Summer 2025

Next Review Date: Summer 2028