



Outwoods Edge Primary School

Every Child. Every Day. Every Future.

Charging & Remissions Policy

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Date of Last Review	September 2025
Next Review Due	Autumn Term 2026

Version Control & Review History

Date	Version Number	By	Changes Made
November 2023	V1	NB	Updated policy approved by Finance Governors 16.11.2023
November 2024	V1	Reviewed - NB	No changes approved by FGP 19.11.2024
September 2025	V1	Reviewed - NB	No changes approved by Govs 15.09.025

Introduction:

The Governing Body supports the ideals of free education for all, and welcomes additional opportunities made available to pupils via educational visits. The Governing Body will seek to conform to legislation on charging for activities.

Schools

School governing bodies and local authorities cannot charge for:

- an admission application to any maintained school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².
- Schools and local authorities can charge for:
 - any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
 - optional extras (see below); and
 - music and vocal tuition, in limited circumstances.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. 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 any contribution. We do not treat these children differently from any others.

The 1988 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory.

¹It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Subsidies from various sources, e.g. the school budget, FOEPS and voluntary organisations will be considered to cover deficits. Surplus finance will be used via the school budget for the benefit of the children. Whenever possible, the school will give sufficient notice to allow parents/carers to pay by instalments.

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 support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of activities, organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events / enrichment activities;
- holiday clubs;

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We, therefore, make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents of children who receive free school meals are offered the option to make a reduced payment.

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 or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

School Meals

The introduction of Universal Infant Free School Meal means that only children in KS2 are charged for meals. Meal prices are reviewed at least annually and set in line with the local authority charges (LTS) . Price changes are notified to parents and included in the published menu.

Breakfast Club

Charges for the breakfast club will seek to cover the costs of running the club. Any surplus will be used to support the charitable purposes of the school. Charges are reviewed annually and communicated to parents. Information about the provision and charges are available on the school website.

Parents of eligible children may apply to the Pupil Premium Fund for help with the cost of Breakfast Club, this may be granted at the head's discretion.

Specific children may have funded places at the head's discretion, if it is felt this will make a significant difference to their achievement or well-being,

Monitoring and review

This policy was written in November 2023, is monitored by the Governing Body and will be reviewed annually in the Autumn Term.