



*Love, Learn, Aspire*

*'Let all that you do be done in love.' 1 Corinthians 16:14*

# Preston Primary (VC) School

## Charging and Remissions Policy

Approved by: Full Governing Board  
Last reviewed on: November 2025  
Next review due by: November 2026

Date: November 2025

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## Approval

| Approved by: Full Governing Body |                                           |
|----------------------------------|-------------------------------------------|
| Chair of Governors Name          | Gillan Ide<br>Oliver Clarke               |
| Signature                        | <i>Gillan Ide</i><br><i>Oliver Clarke</i> |
| Headteacher's Name               | Inneke Luitingh                           |
| Signature                        | <i>Inneke Luitingh</i>                    |

## Version

| Version | Author     | Notes                                                                |
|---------|------------|----------------------------------------------------------------------|
| V1.0    | I Luitingh | No changes to context<br><br>Changes made to formatting              |
| V1.1    | M Taylor   | Removal of Jo Wilde and added Oliver Clarke as Co-Chair of Governors |



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## 1. Introduction

- 1.1 This Charging and Remissions Policy comply with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee. Our policy is underpinned by the Local Authority Financial Handbook for Schools.
- 1.2 The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils' personal and social education. 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.
- 1.3 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

## 2. Aims and Objectives

- 2.1 The aims of this Policy are to:
  - Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
  - Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## 3. Activities without Charge

- 3.1 There will be no charge for the following activities:
  - Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
  - Education provided outside school hours if it is part of the National Curriculum or part of a religious education
  - Instrumental tuition which is part of the National Curriculum.

## 4. Voluntary Contributions:

- 4.1 The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:
  - Any child of parents/guardians who do not wish to contribute will not be treated any differently.

- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

## 5. Chargeable Activities

5.1 The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
  - Part of the National Curriculum
  - Part of religious education
  - Board and lodgings on residential visits
  - Individual Instrumental Tuition
  - (Note: This includes before and after school clubs run by the school).

## 6. Remissions Policy

- 6.1 There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted.
- 6.2 Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

## 7. Refunds

- 7.1 In the case of refunds, the school is compliant with the LA Financial handbook.