




Swaythling Primary School
CHARGING AND REMISSIONS POLICY

Date Approved:	20 th May 2025	
Revision Date:	May 2026	
Author/Owner	Swaythling Primary School / Full Governing Body	

1. INTRODUCTION

- 1.1 The purpose of this policy is to ensure that there is clarity about the items which the school will provide free of charge and the items for which there may be a charge.
- 1.2 The writing of this policy has been informed by LA policy and DfE guidance.

2. DEFINITION

- 2.1 The school day is defined as: 08:40am to 12:10, 1:00pm to 3:15pm. The mid-day break does not form part of the school day.

3. RESPONSIBILITIES

- 3.1 The Headteacher will ensure that staff are familiar with and correctly apply this policy.
- 3.2 The Governors will review this policy annually.

4. POLICY STATEMENT

- 4.1 During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to six pupils to play a musical instrument (see also section 9 below).
- 4.2 As a general rule, unless the teaching is an essential part of either the Foundation Stage Curriculum, National Curriculum, a public examination syllabus being followed by the pupil(s), or part of religious education we will make a charge.
- 4.3 Participation in any optional extra activity is on the basis of parental choice and willingness to meet any associated charges. Parental agreement is, therefore, a necessary pre-requisite for the provision of an optional charge where charges will be made.
- 4.4 Voluntary contributions will be sought for activities during the school day which entail additional costs, for example trips. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.
- 4.5 If parents/guardians wish to discuss particular financial hardship issues they are invited to do this with a member of the schools leadership team.
- 4.6 From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the school day. The school may pass on a proportion or all of the costs of such events to parents

5. OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY

- 5.1 We may charge for optional, extra activities provided outside of the school day, for example Breakfast / After School Clubs. Such activities are not part of the Foundation Stage Curriculum, National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding i.e. Pupil Premium / PE funding.

6. EDUCATIONAL ACTIVITY PARTLY DURING THE SCHOOL DAY

- 6.1 If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the greater proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

7. RESIDENTIALS

- 7.1 Charges will be made for residentials.
- 7.2 Parents in receipt of the benefits listed in section 10. below will be informed that there is support available to them when asked for contributions towards the cost of school visits / residentials.
- 7.3 Other charges will be made to cover the actual costs of any activities, as appropriate. In such cases parents are invited to ask if they wish to know how the charges were calculated.

8. CALCULATING CHARGES

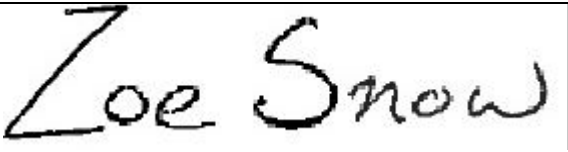
- 8.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not.
- 8.2 Parents who would qualify for support are those who are in receipt of eligible benefits (see section 10. below).
- 8.3 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.


9. MUSIC TUITION

- 9.1 Charges may be made unless the teaching of music is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the In 2 music programme.
- 9.2 In cases of hardship the Governors will consider to their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.
- 9.3 Scholarships may be offered from the Schools Pupil Premium funding for a number of children who are felt would benefit / are felt to be gifted.

10. ELIGIBLE BENEFITS

- Income Support;
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assess by HMRC, that does not exceed the current limit;
- Pension Credit- guarantee element;
- The guarantee element of the State Pension Credit;
- Universal credit (where applicable).

Ratified by Governors:		
Date: 20/5/25	Signed by Chair of Governors	
		Ms Z Snow

Date: 20/5/25	Signed by Headteacher	
		Mr J Draper