

Charging and Remissions Policy



Approved by: Full Governing Board Date:17/9/25

Signed by: A English (Chair)

Last reviewed on: Sep 25

Next review: Sep 26

1. Introduction

Evergreen Primary School is committed to providing a free education for all pupils in line with the Education Act 1996. We believe that all pupils should have equal opportunities to benefit from the wide range of activities offered by our school, regardless of their family's financial circumstances.

This policy sets out our approach to charging and remissions, ensuring transparency, fairness, and compliance with statutory requirements.

2. Aims

- To make clear what the school will and will not charge for.
- To ensure no pupil is excluded from an activity because their parent/carer is unwilling or unable to pay.
- To support families eligible for remission of charges.
- To ensure that activities offered enhance the curriculum and provide enriching experiences for all pupils.

3. Legislation and Guidance

This policy follows:

- Education Act 1996, Sections 449–462
- DfE guidance: Charging for School Activities (2018)
- Equality Act 2010

4. Voluntary Contributions

- The school may invite parents/carers to make voluntary contributions towards the cost of activities such as educational visits, visiting performers, or enrichment activities.
- No pupil will be excluded if their family is unwilling or unable to contribute.

- If insufficient contributions are received, the activity may be cancelled.

5. Activities for Which Charges Will Not Be Made

The school will not charge for:

- Education provided during school hours (including the supply of materials, books, and equipment).
- Activities that are part of the National Curriculum, Religious Education, or statutory Relationships and Health Education.
- Admission applications.
- Instrumental/vocal tuition where it is required as part of the National Curriculum.

6. Activities for Which Charges May Be Made

Charges may be made for:

- Board and lodging on residential trips (except for pupils eligible for free school meals who meet the criteria in section 7).
- Optional extras such as after-school clubs, holiday activities, or community use of school facilities.
- Individual instrumental or vocal tuition not part of the curriculum, where tuition is provided at the request of parents/carers.
- Damage or loss of school property caused by wilful behaviour or negligence.
- Community use of facilities where applicable, in line with a separate lettings policy.

7. Remissions

Families in receipt of certain benefits may be entitled to financial support. Where the law requires, charges for board and lodging on residential visits will be remitted in full for pupils whose parents/carers are in receipt of:

- Income Support

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Universal Credit (subject to the prescribed income thresholds)
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (where the family is not also receiving Working Tax Credit and has an annual income below the threshold set by HMRC)
- Guaranteed element of State Pension Credit

8. Pupils with Special Educational Needs and Disabilities (SEND)

As a special school, we recognise that pupils may require adapted provision to access enrichment opportunities. Where costs are higher due to additional staffing, specialist transport, or adapted resources, the school will seek to absorb costs where possible. Parents/carers will not be asked to contribute disproportionately because of their child's additional needs.

9. Monitoring and Review

This policy will be reviewed annually by the Governing Body's Finance Committee. The Headteacher is responsible for implementation and day-to-day operation.