



WREN'S NEST PRIMARY SCHOOL

Key Policy 2026-2027

Charging and Remissions Policy

September 2026

Document to be read in conjunction with other key school policies

Charging and Remissions Policy

Introduction

This Charging & Remissions Policy has been developed in accordance with the Department for Education (DfE) guidance *Charging for School Activities* and relevant local authority requirements. It outlines the circumstances in which the school may request voluntary contributions, make charges, or offer remissions, ensuring full compliance with statutory regulations.

Wren's Nest Primary School is committed to ensuring that no pupil is disadvantaged or excluded from any activity due to family financial circumstances. All decisions relating to charging and remissions will be applied fairly, consistently, and transparently.

Aim

The aim of this policy is to:

- Set out what charges may be made for school activities.
- Identify circumstances where remissions may apply.
- Clarify when voluntary contributions may be requested.
- Ensure parents and carers understand their rights and responsibilities.

Responsibilities

Governing Body: Responsible for determining the content of this policy and monitoring its implementation.

Headteacher: Responsible for applying the policy, determining voluntary contribution levels, and ensuring compliance with statutory guidance.

Prohibition of Charges

In line with legislation, Wren's Nest Primary School will not charge for:

- Education provided during school hours, including materials, books, instruments, or equipment.
- Education provided outside school hours if it forms part of the National Curriculum, a prescribed public examination syllabus for which the pupil is being prepared, or religious education.
- Tuition for playing a musical instrument when required as part of the National Curriculum.
- Education provided on any trip taking place during school hours.
- Education provided on any trip outside school hours that forms part of the National Curriculum or religious education.
- Supply teachers required to cover staff accompanying pupils on residential visits.
- Transporting pupils to or from school premises where the local authority has a statutory duty to provide transport.
- Transport to other premises where the governing body or local authority has arranged for pupils to be educated.
- Transport provided in connection with an educational visit.

Permitted Charges

The school may charge for the following, where appropriate:

- Optional activities wholly or mainly outside school hours (“optional extras”), such as after-school clubs or enrichment activities not forming part of the curriculum.
- Individual or small-group music tuition not required by the National Curriculum.
- Materials or ingredients for practical subjects where parents have indicated they wish to own the finished product.
- Breakages, damage, or loss of school property caused wilfully or negligently by a pupil.

Voluntary Contributions

Parents and carers may be invited to make voluntary contributions towards the cost of:

- Board, lodging, activities, and transport for Year 5 residential visits (the voluntary contribution requested is less than the full cost per pupil).
- Proportionate costs for activities taking place during school hours, including travel, materials, equipment, and entrance fees.
- Transport costs for swimming provision.
- One-off extra-curricular or after-school activities.
- Breakages or replacements resulting from wilful or negligent damage.

All requests for voluntary contributions will clearly state:

- That contributions are voluntary.
- That no pupil will be treated differently according to whether a contribution is made.
- That activities essential to the National Curriculum will proceed regardless of contributions received.

Where insufficient voluntary contributions are received, the school may review whether an optional activity can proceed. Every reasonable effort will be made to avoid cancellation.

Remissions

Wren’s Nest Primary School will only request voluntary contributions for residential visits. Remissions may be applied for families experiencing financial hardship. Support may include:

- Full or partial remission of voluntary contributions.
- Access to payment plans.
- Discreet and confidential discussions with the Headteacher or School Business Manager.

Eligibility for remissions may include:

- Pupils eligible for Free School Meals.
- Looked After Children (LAC) or previously Looked After Children (post-LAC).
- Families experiencing exceptional financial difficulty.

All remission decisions will be handled sensitively and confidentially.

Publication of Information

The school will:

- Publish a letter summarising arrangements at the start of each academic year and for any in-year school admissions.
- Make the full policy available on request from the school office and on the school website.
- Clearly communicate the nature of any charge or voluntary contribution.
- Provide parents with a confidential route to discuss financial concerns.

Monitoring and Review

This policy will be reviewed annually by the Governing Body's Resources Committee and updated in line with DfE guidance and local authority requirements. The Headteacher will monitor its implementation and report any issues to governors.

Related Policies

This policy should be read in conjunction with:

- Educational Visits Policy
- Curriculum Policy
- Pupil Premium Strategy

Date: September 2026

Next Review Date: September 2027