



The
Leaf Trust

Unique Primary Schools Growing Together.

Charging & Remissions Policy (v 3.0)

Statutory

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Policy Author:	CFO
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Trust Board Ratification: Yes ☒ No ☐

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History of Most Recent Policy Changes

Version	Date	Page	Change	Origin of Change
V1.0	21 October 2024	Whole Document	New Policy	Based on example Policy personalised to The Leaf Trust.
V2	28 th April 2025	Whole Document	Clarified text on charging regarding residential trips and voluntary contributions. Word count reduced.	
V3	9 th March 2026	N/A	N/A	No changes

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1. Statement of intent

Hanham Primary Federation is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances. It has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- The trust's Funding Agreement
- ESFA (2023) 'Academy trust handbook 2023' (ATH)

This policy operates in conjunction with the following policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

3. Charging for education

3.1 The school will not charge for:

- Admission applications.
- Education provided during school hours, including the supply of any materials.
- Education provided outside school hours if it is part of the national curriculum, part of a prescribed examination syllabus, or religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.

3.2 The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- Nursery years provision (where applicable).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

4. Optional extras

Charges may be made for optional extras, including:

- Education provided outside school time not part of the national curriculum.

- Board and lodging on residential visits.
- Extended day services, e.g. breakfast or out-of-school provision

Participation in optional extras is based on parental agreement and willingness to pay.

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra.
- Buildings and accommodation.
- Non-teaching staff, including TAs.
- Teaching staff under contracts for services purely to provide an optional extra.
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

The school will not charge for supply teachers to cover for teachers who are absent from school, accompanying pupils on a residential visit.

5. Voluntary contributions

We may invite voluntary contributions for activities during or outside school hours. It will be made clear that:

- Contributions are voluntary.
- No pupil will be excluded due to unwillingness or inability to contribute.
- If insufficient contributions are received, the trip or activity may be cancelled, and parents will be informed of this possibility at the outset.
- Voluntary contributions will only cover the cost of the individual pupil and will not be increased to subsidise the cost for other pupils.

6. Music tuition

Charges for vocal or instrumental tuition may be made if requested by parents, except where the teaching is an essential part of the national curriculum or provided under first access to the KS2 programme. No charges will be made for Looked After Children (LAC).

7. Transport

No charges will be made for:

- Transport required by the local authority.
- Transport arranged by the school for off-site education provision.

8. Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours, and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours, and the school may charge for the activity

9. Residential visits

Residential visits in primary education are offered to provide enrichment opportunities.

9.1 Optional Residential Visits:

- Residential trips offered for enrichment purposes, not part of the national curriculum, will be classified as optional extras and subject to charge.
- Parents will be informed of the full cost of such trips.

9.2 Curriculum-linked Residential Visits:

- Where residential trips are part of the national curriculum or prescribed examination syllabuses, only board and lodging costs may be charged.
- These charges will not exceed the actual cost.

9.3 Remissions:

- Parents in receipt of qualifying benefits may apply for full or partial assistance with the cost of optional trips.
- Assistance is subject to available funds and assessed on a case-by-case basis.

10. Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

11. Remissions

Financial assistance may be available for:

- Children of parents in receipt of qualifying benefits.
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999

- The guaranteed element of State Pension Credit
 - Child Tax Credit, provided they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
 - Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
 - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- Assistance funding is limited and prioritised based on need.

To request assistance, parents should contact the Headteacher via the school office.

12. School trip refunds

- Initial deposits for school trips are non-refundable unless the trip is cancelled by the school.
- Refund decisions for withdrawals will be at the school's discretion.
- In the event of withdrawal due to illness, the school will consider refund requests sympathetically, taking into account whether costs can be recovered.
- Where refunds are issued, contributions exceeding the cost by more than £1 per pupil will be reimbursed.

13. Income generation

In line with the ESFA's ATH, the trust will set fees for chargeable services at full cost and reserves the right to apply an additional rate of return when in a commercial environment.

14. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.