Argyle Primary School

Charging and Remissions Policy

2026-27

Review Date: Autumn 2026
Agreed by: FGB 15 Oct 26
Review Date: Autumn 2027

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means.

The purpose of this policy is to set out our school approach to charging and remissions, and is informed by Local Authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

In essence:

- **We charge for lunch unless children are eligible for free school meals;**
- **We charge a small contribution to the cost of after-school clubs (with the exception of 'study' clubs such as 'Catch up club');**
- **There is no charge for school-run lunchtime clubs;**
- **We will ask for a voluntary contribution to school visits if a coach or a workshop/paid activity is booked;**
- **No child will ever be made to feel excluded if they are unable to pay – monies are always collected discreetly;**
- **Charges will be made for damage to school property or the property of others**
- **Payments and contributions are non-refundable unless trips are cancelled**

1	Admissions	No charge will be made for admission.
2	School meals	No charge will be made for pupils eligible for free school meals in Nursery, or in Years 3, 4, 5 and 6. All children in reception, Y1 and Y2 are eligible for universal free school meals and currently children in KS2 for the Mayor's Fund free school meals provided the funding continues.
		We will charge all pupils not eligible for free school meals an amount determined by the Local Authority.
3	Public examinations	No charge will be made for the entry fee if the examination is proposed and agreed by the headteacher and the pupil has been prepared at the school.
4	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	No charge will be made for activities provided during school hours including transport
		A charge may be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.
		Voluntary contributions may be requested – see section 12
5	Activities for pupils that take place outside school hours (non-residential)	No charge will be made for an activity that takes place outside school hours when it is: a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school c) part of the school's basic curriculum for religious education
		Optional extras *We may charge for some other activities that take place outside school hours. The Headteacher will decide for which activities we make a*

		charge. Where we make a charge, the total collected will not exceed the cost of providing the activity and **no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.** Costs we can legally recover are as follows: a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours
6	Activities that take place **partly** during school hours either on or off site (non-residential).	Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in Section 4.
		If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, *and will apply the same criteria to charging as set out in Section 5.*
7	Residentials	Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.
		<u>Board and lodging</u> *We will charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours* EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging. (See Section 11 of guidance for details of legal entitlements to remissions).
		<u>Travel</u> If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although **a voluntary contribution may be sought.** *Where the residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil* other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).
		<u>Activities on residential</u> If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. *If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see Section 5).*
8	Music tuition within school hours	No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).
		No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc.
		No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).
		We reserve the right to charge nominally for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors

		within school hours, whether offered to an individual or group of pupils. Charges would be determined by the headteacher and the governing body and may vary depending on size of group, length of lesson and type of instrument.
		Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 11 of guidance as well as in certain other circumstances (eg for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.
9	Childcare	We may charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the governing body, and in accordance with any requirements set by the local authority where it is subsidising the provision.
10	Damage to property and breakages	We will seek to recover some or all of the costs incurred due to willful damage or breakage of school property. This will be determined by the headteacher.
		We will seek to recover some or all of the costs incurred due to willful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the headteacher.
11	Remissions and concessions	We will comply with legal requirements for remissions as outlined in LA guidance.
		We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.
		Failure of children to attend pre-paid activities organised by the school without 24hrs notice will lead to the forfeiture of all fees paid.
		Once the deposit has been paid for any residential journey (Yrs 4, 5 and 6) refunds will not be made (see below for exemption on medical grounds). (This is exempt in cases of serious illness backed up by medical evidence).
12	Voluntary contributions	We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.
		Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. Payments are collected with sensitivity. No pupil will be excluded from the activity if their parents do not contribute, or singled out in any way. All staff are trained on this as part of induction.
		If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.
13.	Nursery	In the current academic year we are able to offer 26 full time places to nursery children. In order to secure a place parents must: 1) complete all necessary paperwork for DfE funding if both parents work full time and agree to renew their status before the start of each term or 2) complete all paperwork required to assess eligibility for Camden additional funding(Camden Enhanced Offer)

		or 3) complete Argyle paperwork declaring that (a) They are not eligible for 1) because …. (b) They are not eligible for 2) because ….

Policy agreed by Governing Body on:

Revised date	By	Agreed by full governors	Next review date
06.10.26	FGB	15.10.26	October 2027