

Charging and Remission Policy

A place where everyone belongs

Our vision: Templars - a place where everyone belongs; where everyone is proud to belong; and where everyone is welcomed, feels safe and strives to achieve their full potential.

Our mission: Every child. Every day. Every chance.

Our values: Care, Respect and Honesty.

DOCUMENT CONTROL

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Policy owner	Headteacher
Operational lead	SBM
Approved by	Governing Body
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Earlier review triggers	Changes to legislation, statutory guidance, local arrangements, identified risk or school circumstances
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Availability	School website / school office / staff SharePoint

Safeguarding and equality are considered throughout the implementation of this document.

1. Purpose

Templars Primary School is committed to providing pupils with a rich and inclusive educational experience and to ensuring that financial circumstances do not create unnecessary barriers to participation.

This policy explains:

- **when the school may and may not make a charge;**
- **when the school may request voluntary contributions;**
- **how charges for optional extras will be calculated;**
- **the arrangements for residential visits;**
- **the school's approach to remission and financial hardship; and**
- **the responsibilities of the Governing Board and Headteacher.**

No pupil will be placed at an educational disadvantage because of a parent's or carer's unwillingness or inability to contribute.

2. Legal Framework

This policy has been prepared with regard to:

- **sections 449–462 of the Education Act 1996;**
- **Department for Education guidance, Charging for school activities;**
- **relevant regulations made under the Education Act 1996; and**
- **current Department for Education guidance for maintained-school governing bodies.**

The Governing Board is responsible for ensuring that charges and remissions are made in accordance with the law and this policy.

Current DfE guidance confirms that, subject to limited exceptions, maintained schools cannot charge for education provided during school hours, including materials, books, instruments and other equipment.

3. General Principles

Templars Primary School will:

- **never charge for education where the law requires it to be provided free of charge;**

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- ensure that any charge made is permitted by law and this policy;
 - make clear when a payment is a voluntary contribution rather than a charge;
 - never exclude a pupil from an activity because their parent or carer has been unwilling or unable to make a voluntary contribution;
 - ensure that charges for optional extras do not seek to generate a profit;
 - provide appropriate arrangements for remission or support where required by law; and
 - consider additional support where financial hardship might otherwise prevent a pupil from accessing an opportunity.

The school will communicate charges and requests for voluntary contributions clearly and sensitively.

4. Education Provided During School Hours

The school will not charge for:

- admission to Templars Primary School;
- education provided during school hours;
- education provided outside school hours where it forms part of the National Curriculum;
- education provided outside school hours where it forms part of the school's arrangements for religious education;
- materials, books, instruments or other equipment necessary for education provided during school hours, subject to the specific exceptions permitted by law; or
- activities that pupils are required to undertake as part of their statutory education.

The school will not require a parent or carer to pay as a condition of their child taking part in education for which charging is prohibited.

5. Voluntary Contributions



The school may ask parents and carers for voluntary contributions towards activities or additional resources that enrich pupils' education.

For example, voluntary contributions may be requested towards:

- **educational visits;**
- **transport;**
- **entrance charges;**
- **visiting performers or workshops;**
- **additional materials or resources; and**
- **other enrichment opportunities.**

Any request for a voluntary contribution will make clear that:

- **there is no obligation to contribute;**
- **pupils will not be treated differently according to whether their parents or carers have contributed;**
- **a pupil will not be excluded from an activity because their parent or carer is unwilling or unable to contribute; and**
- **where insufficient voluntary contributions are received and the school cannot meet the remaining cost from another source, the activity may need to be cancelled.**

This retains the important protection already contained in the school's previous policy.

The school will never present a voluntary contribution in a way that could reasonably lead a parent or carer to believe that payment is compulsory.

Parents and carers experiencing financial difficulty are encouraged to contact the school confidentially.

6. Optional Extras

The school may charge for certain activities regarded in law as optional extras.

These may include:

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- **education provided outside school hours that is not part of the National Curriculum, religious education or other statutory provision;**
 - **board and lodging on residential visits, subject to statutory remission arrangements;**
 - **certain music tuition where charging is legally permitted;**
 - **extended-day services or activities where charging is permitted;**
 - **materials or ingredients where a parent has indicated in advance that they wish their child to own the finished product; and**
 - **other activities for which charging is expressly permitted by law.**

Where an optional extra is provided, participation will be by parental choice and parental agreement to meet the charge.

7. Calculating Charges for Optional Extras

Where the school makes a charge for an optional extra, the charge will not exceed the actual cost of providing the activity.

Charges may take account, where legally permissible, of costs such as:

- **travel;**
- **materials and equipment;**
- **entrance fees;**
- **board and lodging;**
- **non-teaching staff;**
- **teaching staff engaged specifically to provide the optional extra where charging for that cost is permitted; and**
- **appropriate administrative costs directly associated with providing the activity.**

The total cost will be divided appropriately between the pupils participating.

The school will not seek to make a profit from charges made to parents and carers for optional extras.

Any subsidy provided to an individual pupil through the school's remission arrangements will not be added to the charges made to other parents.

8. Educational Visits During School Hours

Where an educational visit takes place during school hours, or is otherwise part of education for which the school cannot lawfully charge, participation will not be conditional upon payment.

The school may request a voluntary contribution towards the cost.

Where voluntary contributions are insufficient to make the visit financially viable and the school is unable to fund the shortfall from another source, the visit may be cancelled.

A child whose parent or carer does not make a voluntary contribution will not be treated differently from pupils whose parents or carers do contribute.

The Government's current advice to parents similarly states that a school can ask for a voluntary contribution towards school trips but cannot prevent a child attending because their parent does not pay.

9. Residential Visits

The school may charge for board and lodging on a residential visit where charging is permitted by law.

The charge will not exceed the actual cost of providing the board and lodging.

The school will not charge for the educational element of a residential visit where that education must be provided free of charge.

Where a residential visit is necessary as part of the National Curriculum, forms part of relevant statutory provision or falls within another category for which statutory remission applies, parents and carers who meet the applicable eligibility criteria will be informed of their entitlement to remission of board and lodging charges.

The school will apply the current statutory eligibility criteria in force at the time of the visit, rather than reproducing a benefits list within this policy which may subsequently become outdated.

In addition to statutory remission, the school may provide further financial assistance in accordance with section 13 of this policy.

10. Materials, Ingredients and Finished Products



The school will normally provide materials and equipment necessary for education free of charge where required by law.

The school may charge for materials or ingredients where:

- **pupils make an item as part of a school activity; and**
- **the parent or carer has indicated in advance that they wish their child to own or take home the finished product.**

Where payment is not made, the pupil will still be able to participate fully in the educational activity.

This could apply, for example, to certain food technology, art, craft or design activities where the finished product is intended to be taken home.

11. Music Tuition

The school will not charge for music tuition where charging is prohibited by law.

Where individual or small-group instrumental or vocal tuition is provided and charging is permitted under the applicable regulations, a charge may be made.

Any arrangements for externally provided music tuition will be communicated clearly to parents and carers before they agree to the tuition.

Where relevant, remission or financial support may be considered in accordance with this policy.

12. Extended Services and Additional Activities

The school may make reasonable charges for optional extended services and activities where the law permits this.

These may include, where applicable:

- **before- or after-school childcare;**
- **holiday provision;**
- **optional clubs;**
- **community activities; and**

- other services provided beyond the school's statutory educational duties.

Any charge will be communicated to parents and carers in advance.

The July 2026 maintained-schools governance guidance confirms that maintained schools can, in appropriate circumstances, charge for extended activities and community services.

Where a separate contract or provider operates a service, its own published charging arrangements may apply.

13. Remissions and Financial Hardship

Templars Primary School is committed to ensuring that financial hardship does not unnecessarily prevent a pupil from accessing educational opportunities.

Where legislation provides an entitlement to full or partial remission, the school will apply the entitlement in accordance with the current statutory criteria.

The school will ensure that parents and carers are made aware of statutory support available to them where appropriate.

In addition, where a family is experiencing financial hardship but does not qualify for statutory remission, the Headteacher may use discretion to agree additional support, subject to the resources available to the school.

This may include:

- full remission;
- partial remission;
- payment by instalments;
- an extended payment period;
- use of appropriate school funding where permitted; or
- another reasonable arrangement.

Decisions will take account of:

- the family's individual circumstances;
- the nature and educational value of the activity;
- the cost involved;

- any relevant statutory entitlement;
- available school funding; and
- fairness and consistency.

Requests will be treated sensitively and confidentially.

Parents and carers will not be required to disclose their financial circumstances more widely than is reasonably necessary to determine eligibility for support.

No pupil will be placed at an educational disadvantage because of a parent's or carer's unwillingness or inability to contribute.

14. Loss or Damage to School Property

The school may seek payment from a parent or carer where school property has been deliberately or negligently damaged or lost by a pupil, where it is reasonable and lawful to do so.

Any request will take account of:

- the circumstances of the incident;
- the pupil's age and understanding;
- whether the damage was deliberate or accidental;
- any relevant additional needs or reasonable adjustments;
- the actual cost of repair or replacement; and
- the family's circumstances where appropriate.

The school will not use financial charges as an arbitrary punishment.

This section concerns reimbursement for loss or damage and should be read alongside the school's Behaviour Policy where relevant.

15. Activities Run by Third Parties

Where an external organisation provides an activity directly to parents or carers, the organisation may make its own charge.

The school will make clear where:

- the activity is being provided independently by a third party;
- payment is made directly to that provider; and

- the provider, rather than the school, is responsible for the contractual charging arrangements.

Any third-party provision operating through the school will be subject to appropriate school safeguarding and procurement arrangements.

16. Refunds

Where the school has made a charge for an optional extra and the activity is cancelled, parents and carers will normally receive a refund of the amount paid, less any unavoidable non-refundable costs already incurred where this was made clear in advance and it is reasonable to do so.

Where a pupil is unable to participate after payment has been made, any refund will depend on the costs the school is able to recover.

Voluntary contributions are not automatically refundable once the school has committed expenditure, although the Headteacher may exercise discretion in exceptional circumstances.

17. Responsibilities

The Governing Board

The Governing Board is responsible for:

- approving the Charging and Remissions Policy;
- ensuring that the school complies with relevant legislation;
- ensuring that charging arrangements are fair and transparent; and
- reviewing the policy regularly.

The Headteacher

The Headteacher is responsible for:

- implementing this policy;
- ensuring staff understand when charges may and may not be made;
- approving significant charging arrangements;
- exercising discretion in relation to financial hardship and additional remission;

- ensuring requests for voluntary contributions are clearly identified as voluntary; and
- ensuring that no pupil is disadvantaged because their family is unable or unwilling to make a voluntary contribution.

Staff organising activities

Staff must ensure that:

- any proposed charge is permitted by this policy;
 - the cost of an activity is calculated appropriately;
 - parental communications clearly distinguish between charges and voluntary contributions;
 - financial hardship is handled sensitively; and
 - no pupil is treated differently because their parent or carer has not made a voluntary contribution.
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18. Complaints

Questions about a charge or remission should initially be raised with the school.

Where a parent or carer believes that a charge has been made incorrectly or that this policy has not been followed, they may raise the matter through the school's Complaints Policy.

19. Monitoring and Review

The Governing Board will review this policy annually, or sooner where there is a relevant change to legislation or Department for Education guidance.

The school will ensure that its actual charging arrangements remain consistent with this policy.

Related Documents

This policy should be read alongside, where relevant:

- Educational Visits Policy
- Finance Policy and Procedures

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- **Behaviour Policy**
 - **Complaints Policy**
 - **Equality Policy**
 - **SEND Policy**
 - **Freedom of Information Publication Scheme**
 - **Lettings Policy**
 - **Breakfast Club / Extended Provision arrangements, where applicable**
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Legislative and Guidance References

- **Education Act 1996, sections 449–462**
- **Department for Education, *Charging for school activities***
- **Maintained Schools Governance Guide**
- **Education (Pupil Premium) Regulations, where relevant**
- **relevant regulations governing charging for music tuition**
- **relevant legislation and statutory guidance governing school finance**

[DfE — Charging for school activities](#)

[DfE — Maintained schools governance guide](#)