



## **St Matthew's C of E Primary School** **Charging & Remissions Policy**

This policy outlines the circumstances under which the Governing Body reserve the right to levy a charge or request voluntary contributions from parents/carers, in accordance with Sections 449–462 of the **Education Act 1996**. It applies to all activities organised by the school, whether during or outside school hours.

### **Charging**

The Governing Body reserves the right to levy charges in the following circumstances, as permitted by law:

1. **Board and lodging** – for costs incurred for board and lodgings on residential visits.
2. **Music Tuition** – for children / families choosing to participate in individual or small group musical instrument or drama tuition, or part of a public examination, whether during or outside of school hours, unless it is part of the National Curriculum.
3. **After-School Clubs** - for clubs run after school by external providers e.g. Sports Coaches or clubs where resources are required to be purchased to successfully run the club.
4. **Optional Activities Outside School Hours**  
Charges may be made for any other activities that take place outside school hours and are not part of the school's statutory duties.

### **Voluntary Contributions**

The Governing Body also reserve the right to request voluntary contributions from parents and carers, as and when deemed appropriate, for those items identified as prohibited for charging in sections 451 and 454 of the Education Act 1996

- **Educational Visits**

Parents/carers will be invited to make a voluntary contribution towards the cost of educational visits during school hours. If a particular activity cannot take place without sufficient contributions from parents, this will be explained at the planning stage. No pupil will be left out of an activity because his or her parents cannot or will not make a contribution. This includes swimming in Year 3.

- **Materials for Practical Activities**

Where a practical activity is to take place, parents may be asked to provide or pay for any ingredient, materials, equipment etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

### **Breakages**

The Governing Body reserve the right to ask parents to contribute to the cost of replacement of lost, broken or damaged books, equipment, school furniture / fittings and other items, except where caused by normal wear and tear.

## **Remissions**

The Governing Body will apply the statutory minimum remissions to any charges which they make. Any additional remissions will be granted at the discretion of the Governing Body.

All enquiries regarding remissions should be directed to the Headteacher and will be treated in the strictest confidence.

**Updated: Autumn 2025**

***This policy is updated annually***