



Timothy Hackworth Primary School

‘Respectful and resilient; being the best that we can be.’

CHARGING AND REMISSIONS POLICY

CRC Article 28: All children have the right to a good quality education.



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| Date policy approved/adopted: | February 2026 |
| Next review date: | February 2027 |
| Approved by: | Governing Body |
| Head Teacher Signature: | <i>L. Boulton</i> |
| Governor Signature: | <i>P. Crook</i> |

Charging and Remissions Policy

Date of Policy: February 2026

Review Date: February 2027

This policy should be read in conjunction with our:

- Safeguarding Policy;
- Keeping Children Safe in Education, September 2025;
- School Security Policy;
- Data Protection Policy;
- Supporting Children with Medical Conditions Policy;
- Premises and Management documents.

This policy also links to:

- Health and Safety Executive (HSE) www.hse.gov.uk
- Public Health England www.gov.uk/government/organisations/public-health-england
- National Health Service (NHS) www.nhs.uk

All policy and practice in Timothy Hackworth Primary School respects children's dignity.

RRS – our school ethos. We are an RRS Gold Level School

Our Timothy Hackworth School Vision

May our Rights Respecting School be a happy place for us all to learn; where every one of us is valued and safe in our Timothy Hackworth School Family. May we all be the best that we can be by making a positive difference to each other, our community in Shildon and the wider world in which we all live.

Mission Statement (written by children):

We would like our school, which reflects British Values, to be at the heart of the community, sharing, supporting and learning together with everyone as equals. Our

children have the right to high quality learning experiences to help them to be the best that they can be.

We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

We aim to nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British Society and to the world.

Values

Ours is a happy school with high hopes and ambitions for all our children and we welcome working in partnership with parents and carers to ensure that everything is done in the best interests of the children at all times.

All of our staff take their responsibility towards the children seriously and they strive to help each child reach their full potential as global citizens physically, emotionally, socially and academically. We are fully committed to the [CONVENTION ON THE RIGHTS OF THE CHILD \(CRC\)](#).

To us, every child is unique and precious and we endeavour to foster a high level of motivation towards learning and behaviour. We are committed to the basic skills of English and Maths.

At all times we aim to centre the teaching in an atmosphere of mutual respect and personal respect. A high quality education is [the right of every child](#), and at Timothy Hackworth Primary School, we embrace that responsibility and strive to achieve it for all our pupils.

Equalities Information

This policy should be read in conjunction with our school's 'Equalities Policy Statement', 'Equalities Objectives Summary' and 'Equalities Information and Objectives'.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in respect to age (as appropriate), disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (LGBTQ+).

Introduction

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received, or parents are charged for the cost.

This policy will set out the circumstances in which charges will, or will not, be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement

The policy complies with the requirements of the Education Act 1996.

Where 'parent' is referred to this will include adults with a legal responsibility for the pupil.

We aim:

- to have robust, clear processes in place for charging and remissions;
- to clearly set out the types of activity that can be charged for and when charges will and will not be made;
- to make Timothy Hackworth Primary School activities accessible to all pupils regardless of family income;
- to encourage and promote external activities which give added value to the curriculum;
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and Timothy Hackworth Primary School;
- to respond to the wide variations in family income, while not adding additional unexpected burdens to the school budget.

Definitions

- **Charge:** a fee payable for specifically defined activities.

- **Remission:** the cancellation of a charge which would normally be payable.

Legislation – Education During School Hours

The DfE, in its guidance to School Governors, states that, “education provided during school hours must be free. The definition of “education” includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity.” It goes on to advise that, “although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)”.

When additional costs are incurred by Timothy Hackworth Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind.

Education Outside School Hours

The DfE, in its guidance to School Governors, states that, “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or Religious Education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay.” The Education Reform Act 1988 described activities, which can be charged for, as “optional extras”.

Remissions

To ensure that access to activities reflects intentions, Timothy Hackworth Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that Timothy Hackworth Primary School is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are eligible, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that Timothy Hackworth Primary School organised for the pupil, if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Data Protection of Pupils and Families

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by using ParentPay, which does not identify children who do not contribute.

Contributions

Voluntary contributions may be requested to help with providing activities, even though they may be part of the normal school day or a part of the National Curriculum. If voluntary contributions are requested for an activity, it should be clearly understood that there is no obligation to contribute, and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

If sufficient contributions are not received the activity may be cancelled.

Charges

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- trips which are not part of the school curriculum or are outside the school day (i.e. weekend residential);
- after school and pre-school clubs;
- music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils;
- damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour;
- visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.;

- damage to school books (Reading Scheme).

Individual Music Tuition

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Ingredients or Materials for Practical Subjects

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

Lost School Equipment, Books etc.

Parents will be expected to replace or pay for the cost of lost items of school property.

Breakages and Damage to School Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a pupil's behaviour.

Residential Activity

The DfE, in its guidance document, 'Charging for School Activities' – May 2018, states for a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, charges will be made for board and lodging in these circumstances.

(Timothy Hackworth Primary School will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 – 111,117, and 118. The guidance is contained in the DfE document, 'Charging for School Activities' – May 2018).

Private Fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-Chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.