

Policy

Bradfield CE Primary School Charges and Remissions



At Bradfield we are

LEARNING TO LIVE, with respect, courage and kindness

‘Serve one another, humbly in love’ Galations 5:13

Policy Name	Charges and Remissions
Brief Description:	This policy outlines the school’s approach to charging and remissions, it explains the circumstances in which charges may legally be made and the support available to families on low incomes.
Status: Statutory/non-statutory	Statutory
Published on School Website	Yes
Other related policies and procedures:	Financial Management Policy Private Fund Policy
Approval level: HT/Governors/FGB	Finance Committee
Approved by the Governing Board on:	5 th March 2026
Frequency to be reviewed	Annually
Latest Date for Next Review:	March 2027
Version + Schedule of Amendments:	Reviewed Feb 2026 – no amendments
Signed:	R. Norris
Position:	Chair of Governors
Date of Signature:	05/03/2026

Statement of Principle

During the school day all children have full and free access to a broad and balanced curriculum.

Charges and Remissions

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This excludes charges made for teaching an individual or groups of up to four children to play a musical instrument (unless as part of the National Curriculum); activities that take place during lunch breaks; the services of a non-school organisation employed during school hours.

The School will apply any charges levied by the LA for services which it provides. The School reserves the right to levy a charge in any circumstance allowed by legislation.

The Governors will apply the statutory minimum remissions to any charges which they make in respect of pupils whose parents are in receipt of the following support payments:

- Universal Credit in prescribed circumstances
- 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 guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Any further remission will be at the discretion of the Governors.

Voluntary Contributions

Parents may be asked to make voluntary contributions for any visit, journey or activity organised by the School and approved by the Governors. No pupil will be prevented from participating because his or her parents cannot or will not make a contribution. Charges are based upon actual cost divided by the number of pupils participating and there will be no levy on those who can and do pay to support those who cannot or do not. However, the school reserves the right to determine whether the level of voluntary contributions is sufficient to allow the activity to take place. The principles of best value will be applied when planning activities which incur costs to the school and/or charges to parents.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. The cost of the activities engaged in will be subject to the guidance on voluntary contributions above. Parents in receipt of the support payments detailed above will be entitled to remission of board and lodging charges. However, where participation in a residential trip is voluntary and not a requirement of the National Curriculum, the participation of any pupil whose parents are unable or unwilling to pay will only be possible if alternative sources of funding can be found. Parents who have any difficulty meeting charges should discuss the matter in confidence with the Headteacher.

Breakages

The Governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakage, loss or damage of books, equipment and materials, other than by normal wear and tear.

Charging for materials

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc needed. No child shall be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.