



Coniston Primary School

Charging & Remissions Policy

Review Details:

Next review due:	April 2027
Committee responsible:	Finance & Premises Committee
Document location	Teachers Shared J:Drive – Policies – Finance

Reviewed and Adopted April 2026

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Charging & Remissions Policy	Date 23 April 2026	
EIA CARRIED OUT BY:	Cath Stabb	EIA APPROVED BY:	Cath Stabb

Groups that may be affected: N/A

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		X
Gender Reassignment (transsexual)		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		X

Any adverse impacts are explored in a Full Impact Assessment.

Approved by

Signed:		Signed:	
Chair of Finance & Premises Committee – R Clarke	Date	Head Teacher – Alan Walters	Date

The Governing Body of Coniston Primary School recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Whilst at the same time ensuring:-

- The right of every child to free, state education is maintained
- Equal opportunities for all pupils to access the educational experiences being offered

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

This policy has been informed by the Local Authority Policy and The Department for Education guidance whilst complimenting the schools financial policies

Definition

The school day is defined as 8.45am – 3.15pm. The midday break does not form part of the school day.

Responsibilities

The head teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually.

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument. Unless the teaching is essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary Contributions may be sought for activities during the school day which entail curriculum costs, for example field trips which support the curriculum related teaching. In these circumstances no pupil will be prevented from participating because his/her parents/carers cannot or will not make a contribution.

From time to time, we may invite a non-school based organisation such as visitors supporting curriculum related work to arrange an activity during the school day. Such organisations may wish to charge the school for the activity, resulting in the school possibly asking for a voluntary contribution. Parents/carers may wish to ask the head teacher to agree to their child being absent for that period.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example football club or gymnastics etc. Such activities are not part of the national curriculum or religious education nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day,

charges may be made. When such activities are arranged parents/carers will be told how the charges were calculated.

Residential

Charges will be made for board, lodging, transport and activities whilst children attend the residential. The school will aim to make the cost of the residential affordable for all children. If parents/carers are in receipt of eligible benefits or in cases of hardship the school will investigate all avenues of financial support available.

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/cares who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers.

Music Tuition

If parents/carers are in receipt of eligible benefits or in cases of hardship, the governors will consider their absolute discretion, the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible Benefits (latest information checked – April 2026)

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods, and your monthly average income over three assessment periods should be no more than £616.67)
- 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 guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit