UNIVERSITY OF CAMBRIDGE PRIMARY SCHOOL

Charges and Remissions Policy

Approved by
Finance Committee

Last reviewed on
April 2026

Next review due
April 2027

RELEASING THE IMAGINATION: CELEBRATING THE ART OF THE POSSIBLE

1. Aims

This policy sets out the framework for charging and remissions at University of Cambridge Primary School. Our aims are to:

- Ensure robust, clear processes for charging and remissions that are applied consistently
- Clearly define activities that can be charged for and circumstances where charges will or will not be made
- Offer a wide range of activities and educational visits while minimising financial barriers that may prevent some children from participating fully
- Support families experiencing financial hardship through appropriate remissions

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. As an academy, the school is required to comply with this Act through its funding agreement.

This policy complies with our funding agreement and articles of association.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge (in full or in part) which would normally be payable

4. Roles and responsibilities

4.1 The Governing Body

The Governing Body has overall responsibility for approving this policy and monitoring its implementation. Responsibility for approval has been delegated to the Finance Committee.

4.2 The Headteacher

The Headteacher is responsible for ensuring the team is familiar with this policy and that it is applied consistently. Any determinations regarding individual families will be made by the Headteacher.

4.3 Team members

All team members are responsible for implementing this policy consistently and notifying the Headteacher of any circumstances where they are uncertain whether the policy applies.

4.4 Parents and carers

Parents and carers are expected to notify the school of any concerns or queries regarding charges or to request information about remissions.

5. Where charges cannot be made

The Governing Body recognises that legislation prohibits charges for the following:

5.1 Education

- Admission applications
- Education provided during school hours, including the supply of any materials, books, instruments or other equipment
- Education provided outside school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education
- Instrumental or vocal tuition for children learning individually or in groups, unless the tuition is provided at the request of the child's parent or carer
- Tuition for children learning to play musical instruments where this is required as an essential part of the National Curriculum
- Entry for a prescribed public examination if the child has been prepared for it at the school
- Examination re-sits if the child is being prepared for the re-sit at the school

5.2 Transport

- Transporting registered children to or from the school premises where the local authority has a statutory obligation to provide transport
- Transporting registered children to other premises where the Governing Body or local authority has arranged for children to be educated
- Transport that enables a child to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education
- Supply teachers covering for teachers who are absent from school accompanying children on a residential visit

6. Where charges can be made

The following charges may apply, subject to the remissions detailed in section 7:

6.1 Education

- Any materials, books, instruments or equipment where the child's parent or carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition in limited circumstances (see section 6.3)
- Examination re-sits if the child fails, without good reason, to meet any examination requirement

6.2 Optional extras

The school may charge for activities known as 'optional extras' including:

- Education provided outside school time that is not part of the National Curriculum, a prescribed public examination syllabus, or religious education

- Examination entry fees where the child has not been prepared for the examination at the school
- Board and lodging on residential visits (charges will not exceed the actual cost)
- Extended day services such as breakfast club
- Extra-curricular activities and school clubs
- Activities wholly or mainly outside school hours which are not part of the National Curriculum

When calculating the cost of optional extras, the charge will not exceed the actual cost divided equally by the number of children participating. No charge will include a subsidy for children whose parents are unable or unwilling to pay. Parental agreement is required before any optional extra is provided.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided individually or to groups of children where the tuition is provided at the request of the child's parent or carer. Charges may not exceed the cost of provision. The school also charges for the hire of musical instruments.

Charges cannot be made if the teaching is an essential part of the National Curriculum, if provided under the first access to Key Stage 2 instrumental and vocal tuition programme, or for a child who is looked after by a local authority.

6.4 Damage and loss

The school may charge a proportion or total cost of breakages and replacements resulting from damage or loss caused wilfully or negligently by children.

Refunds for non-attendance at visits will be at the discretion of the Headteacher.

7. Voluntary contributions

The school may ask for voluntary contributions from parents and carers to fund activities that would not otherwise be possible, including transport, entrance fees or other costs in connection with educational visits.

There is no obligation for parents or carers to make any contribution, and no child will be excluded from an activity if their parents or carers are unwilling or unable to pay.

The terms of any request will make clear that the contribution is genuinely voluntary and that parents are under no obligation to pay. However, if insufficient contributions are received, the school may not be able to run the activity.

8. Remissions

Children whose parents are in receipt of the following support payments will, in addition to having free school meal entitlement, be entitled to remission of charges for board and lodging costs during residential school visits:

1. Income Support
2. Income-based Jobseeker's Allowance
3. Income-related Employment and Support Allowance
4. Support under Part VI of the Immigration and Asylum Act 1999

5. The guaranteed element of Pension Credit
6. Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
7. Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
8. Universal Credit (if your household income is less than £7,400 a year after tax, not including any benefits)

The Headteacher and Governing Body will give consideration to individual hardship cases not covered by the exemptions above.

9. Monitoring arrangements

This policy will be reviewed by the Finance Committee annually.