



**Broxbourne CE Primary School, EYFS & Extended Schools
(Voluntary Aided)**

Charging & Remissions Policy

Ratified by Governors:	September 2025
Date for Review:	September 2026
Signed Chair of Governors:	

Dream, Believe and Achieve with God

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some children from taking full advantage of these opportunities

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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles & Responsibilities

The Governing Board has overall responsibility for approving the Charging Policy and for monitoring the policy's implementation.

The Headteacher is responsible for ensuring staff are familiar with the policy and applying it consistently.

Parents/Carers are expected to notify staff of any concerns or queries regarding the policy.

5. Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary and the children of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

6. Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed

the actual cost of the provision. However, the School cannot charge for the educational or travel elements, but a voluntary contribution can be requested for these aspects. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – with an annual earned income of no more than £7,400 after tax and not including any benefits you get

7. Breakfast Club and After School Club

A charge is made for attendance at Breakfast Club and After School Club. The charge will be set by the Headteacher & School Business Manager. Any funds which remain surplus after all expenses have been taken from Breakfast Club and After School Club income will be used to improve resources and facilities provided for Breakfast and After School Club members. Charges are set to ensure all related costs are covered. The Breakfast and After School Clubs are provided by the school as a service and not as a profit-making concern.

8. Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school. Hertfordshire Music Centre deal with Music tuition charges at Broxbourne CE Primary School separately.

Parents will not be given refunds for missed music tuition unless the music teacher has been unable to attend the lesson, in which case the lesson will be credited by Hertfordshire Music Centre.

9. After School Sports and Other Clubs

A charge will be made for participants at school run after-school sports and other clubs. This minimal charge is to contribute towards the cost of providing professional and qualified coaches/teachers. There will not be a charge for these clubs if a child attends After School Club until 5pm or 6pm. Children in receipt of Pupil Premium will also have this fee covered if they wish to attend these Clubs.

10. Design & Technology Contribution

A charge will be made to assist with the resourcing required to continue to provide exciting Design and Technology topics, including food items and more complex projects that require expensive items eg wood, specialist paints etc.

11. Charges for Secondary School References

The School will be able to provide parents applying for their child to move on to private school with a copy of their last school report free of charge if requested. However, individual reference requests will incur a fee of £40 for the first reference and £60 for up to 3 references. Requests for additional references may be made by special arrangement with the School and these will incur pro rata charges, providing they require similar information.

12. Other Charges

12.1 Verification of Passport Applications

The School will be able to authorise Passport applications for a donation of £30 per Passport.

12.2 Distribution of 'Leaflets' or other documentation relating to outside Clubs/Activities

The School will be able to distribute leaflets/documents (once approved by the Headteacher) via Arbor for a donation of £15 per item.

13. Refunds

Parents whose children do not take part in a particular activity for which they have been charged or have given a voluntary contribution, for medical reasons e.g. injury, may request a refund. Please note, refunds will not be given for short-term absence from school or late arrival, which leads to missing an activity or trip. Deposits for residential trips are non-refundable.

14. Monitoring Arrangements

The Governors and Headteacher monitor charges and remissions, and ensures these comply with this policy. This policy will be reviewed annually, as recommended by the DfE. At every review, the policy will be approved by the Governing Body.