



**Downsway
Primary
School**

CHARGING AND REMISSIONS POLICY

Date policy approved by Governing Board	10 th June 2026
Date of next review	June 27
Policy owner	SBM
Policy on website Y/N	Y
Compliance tracker updated Y/N	Y

AIMS

This policy sets out Downsway School's approach to charging, describes each type of activity that will be charged for, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

This policy is based on advice from the DFE: Charging for School Activities (May 2018) and The Education Act 1996.

At Downsway School we want to provide a range of experiences to enrich and extend our children's learning and contribute to their personal development. All our children should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities. However, many of these activities have a cost associated with them and, unfortunately cannot be provided due to limited funds in our delegated budget from the Local Authority.

We are entitled under current regulations to make charges for some activities and request voluntary contributions from parents for other activities.

We shall, from time to time, review and amend the categories of activity for which a charge may be made.

CHARGES

All education provided (including the supply of any materials, books, instruments and other equipment) during school hours will be free. Our definition of school hours can be found on our website. No charge will be made for any activity undertaken as part of the National Curriculum or as part of the normal school day, with the exception of individual and/or group music tuition.

VOLUNTARY CONTRIBUTIONS

We are entitled under current regulations to invite parents to make a voluntary contribution towards any part of the school's work, and to permit the provision of activities, which might not otherwise be possible.

Parents may be invited to make a voluntary contribution for the following:

- School visits (e.g. trips to museums, nature reserves, etc.)
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Events provided during 'Arts Weeks'

All parents will be informed of the decision to ask for voluntary contributions at the planning stage of activities. Full details of the overall cost of an activity/trip will be provided in a letter to parents (e.g. admission charges, insurance and transport costs). The voluntary contribution will also include a charge 7% to cover administration costs and bank charges.

Any requests made to parents will clearly state we are seeking a voluntary contribution or donation and that this in no way represents a charge. The contribution is genuinely voluntary and no parent is under any obligation to pay.

Parents will only be asked for contributions to cover the actual cost of the activity for their child. The school makes no profit from these events. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity.

However, in order for a trip/activity to take place it will be necessary for the school to receive a realistic voluntary contribution. For example, if the school is expected to contribute more than 10% then the trip may be deemed not to be financially viable and we shall exercise our discretionary right to cancel.

REMISSIONS

Parents in certain financial circumstances will not be expected to make voluntary contributions. For those children whose parents are in receipt of support benefits below, the cost of board and lodging may be met by the school. However, we shall still ask these parents to make a voluntary contribution towards the transport costs of a residential trip.

The qualifying support payments are:

- 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, where the parent is not entitled to Working Tax Credit and the family's annual gross income (as assessed by the HMRC) does not exceed £16,190
- Working Tax Credit run-on - paid for 4 weeks after the parent stops qualifying for Working Tax Credit ceases
- Universal Credit – the household income must be less than £7,400 a year (after tax and not including any benefits)

Evidence of eligibility will need to be produced.

Where parents whose financial circumstances are causing difficulty (but are not in receipt of the support payments outlined above), we recommend that an appointment is made with our Headteacher to discuss the matter further. All cases will be dealt with in complete confidence.

MUSIC TUITION

All children study music as part of the normal school curriculum, which we do not charge for. At the parents' request, peripatetic music teachers will teach individuals or small group lessons. We do not pay for music or vocal tuition where the tuition is provided at the request of the pupil's parent. We provide parents with information about additional music tuition and charges at the start of each academic year.

RESIDENTIAL TRIPS

We organise a residential visit for Year 6 children, which takes place during the Autumn Term, and another for those in Year 4, which takes place in the Summer Term. The visits provide education directly related to the National Curriculum, including ICT and PE.

Parents will be asked to meet the full cost of board and lodging and to make a voluntary contribution towards travel expenses for the trips. For those children whose parents are in receipt of support benefits (see Remissions section) the cost of board and lodging may be met by the school.

SWIMMING

The school organises swimming lessons, which is part of the National Curriculum, for all Year 4 children in the Spring Term during school time. We are not permitted to make a charge for this activity, as it is part of the National Curriculum. However, there is a further cost to the school for transporting children to the local swimming pool. We therefore ask parents to provide a voluntary contribution towards the costs of transporting children to the local swimming pool.

As stated above, no child will be excluded from this activity if his or her parents cannot or will not make a voluntary contribution towards the transport costs. However, should we receive insufficient donations from parents, then we shall have no alternative but to use funds allocated to other areas of the curriculum. This reallocation of resources will have a direct impact upon the children's learning.

EXAMS

Downsway School will not pay for entry or examination re-sit(s) for a prescribed public examination, if the pupil has been prepared for it at the school (unless it is deemed as within the scope of responsibility of Downsway Primary School).

EXTRA CURRICULAR ACTIVITIES & SCHOOL CLUBS

At Downsway School we provide extra curricular activities in the format of after-school clubs for our children. Some of our clubs are run by external agencies, which are not connected to the school. Other clubs are run by members of our teaching staff.

For those clubs, which are not a necessary part of the National Curriculum, charges will be applied. Parents will be asked to meet the full cost of these extra-curricular activities. Information is provided to parents at the beginning of each term.

MONITORING AND EVALUATION

This policy will be reviewed by the Governing Board on an annual basis and will be amended in line with any subsequent guidelines from the Department for Education and/or West Berkshire Council.s