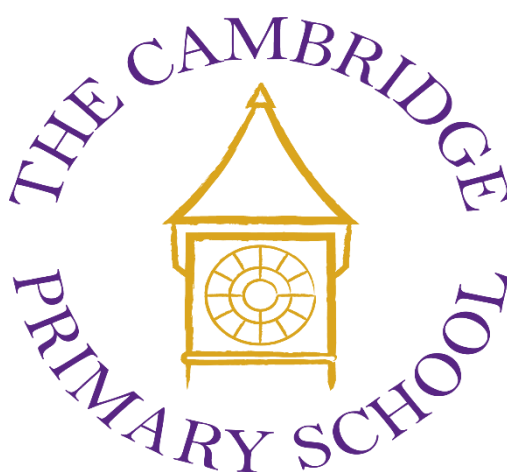


THE CAMBRIDGE PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

2026



Date of Approval:	May 2026
Date of Next Review:	May 2027

The Cambridge Primary School

Charging and Remissions Policy

1. Legislation and Guidance

This policy is based on the Department for Education (DfE) guidance 'Charging for School Activities' and the Education Act 1996 (sections 449–462), which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy also takes account of the DfE guidance on statutory policies for schools and academy trusts.

2. Introduction

The Local Advisory Committee recognises the valuable contribution that a wide range of additional activities, including clubs, educational visits, practical activities and residential experiences can make to pupils' personal and social education. The school aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

The Cambridge Primary School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Any charges made by the school must meet the requirements of the Education Reform Act 1996. The Local Advisory Committee endorse the guiding principles contained in this Act, in particular the principle of free education, where no child should have his or her access to the curriculum limited by charges.

3. Activities During the school day (The school day is defined as 8.45am – 3.15pm)

This policy ensures that, during the school day, all children have full and free access to a broad and balanced curriculum-

The Executive Headteacher will ensure that the following applies:

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an 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 additional costs, e.g., materials, equipment, entrance fees and transport between the school and the activity.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

4. Optional activities outside of the school day

Activities deemed to be optional extras, taking place outside school hours may be fully recharged to parents of pupils.

These activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. This includes residential visits.

Any non-educational activities should be optional and parents should agree to their child taking part and commit to paying for these activities before a chargeable activity is arranged.

5. Residential

Charges will be made for board and lodging, when such activities are arranged parents will be told how the charges were calculated. e.g., materials, equipment, entrance fees and transport between the school and the activity.

The school will offer additional financial support in cases of hardship, this is communicated on all trip letters.

An initial deposit is usually required for residential activities, with the remaining cost paid in subsequent instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip. A request for refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required.

6. Music Tuition

The school may charge for instrumental or vocal tuition where this is provided at the request of parents or carers. Charges may include the cost of the tutor and instrument hire where applicable.

Charges will not be made where music tuition forms part of the National Curriculum, is part of a public examination course or is provided to the whole class.

7. Materials and Ingredients

The school may charge for materials or ingredients for practical subjects. Alternatively, parents or carers may be asked to supply these materials. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

8. Breakages and loss of equipment

In cases of wilful or malicious damage to school property, or loss of school equipment or books on loan to pupils, the Executive Headteacher may decide to charge parents or carers for the cost of replacement or repair

9. Calculating Charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

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

10. Equality and Inclusion

The school will ensure that this policy is applied fairly and consistently and that no pupil is discriminated against because of financial circumstances.

11. Pupil Premium

Parents of Pupil Premium pupils may request assistance with charges in instances where parents are asked to contribute towards the cost of a school trip or activity. Any parent who thinks they may qualify for Free School Meals and therefore Pupil Premium should contact the school office for further guidance.

12. Arrangements for monitoring and evaluation

The Local Advisory Committee will monitor the impact of this policy by receiving on an annual basis a financial report from the School Business Manager on those activities that resulted in charges being levied, the subsidies (without giving names) and the source of those subsidies.