

# Lingfield Primary School

A Personal Best School



## Charging and Remissions Policy

Date Agreed by Governors	Spring 2026
Review Date	Spring 2027

## Introduction

We recognise the valuable contribution that a wide range of additional activities including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' financial means.

## 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 pupils from taking full advantage of these opportunities

## 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.

## Definitions

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

## Charges

The governors reserve the right to make a charge for the activities and items detailed below:

- **Residential Trips**  
The board and lodging element of residential trips, travel costs, daily activities/visits
- **Activities Outside School Hours**  
The cost to each pupil of activities taking place outside school hours, including the Breakfast Club, After School Fun Club, activity clubs run by either the school or third parties
- **Materials or Ingredients**  
The costs of ingredients, materials, equipment etc needed for practical subjects such as craft or food technology are met by the school budget. Parents may be asked to make voluntary contributions towards the costs of such materials.
- **Damage to School Property**

Parents are expected to pay for the cost of repair or replacement of any items of school property, which are lost or damaged due to the deliberate or negligent action of their children including the cost of replacing lost library books.

- **Music Tuition**

Charges may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.

- **Activities Run by a Third Party**

The Education Act 1996 permits an organisation other than the Authority or Governing Body to levy a charge directly on parents for activities organised in school hours by a non-school organisation.

### **Voluntary Contributions**

School budgets are limited and some activities (eg visits from theatre groups and day outings) simply cannot be funded from our restricted resources. These activities are organised as economically as possible and the chargeable costs divided on a 'per pupil' basis. Any request for contributions makes it clear that:

- there is no obligation to contribute
- the activity may not take place if the contributions are insufficient to cover the cost of the activity
- once an activity has been deemed viable, no child is excluded on the grounds of non-payment of a voluntary contribution

### **Remissions**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to families eligible for free school meals.