



**Haggonfields**  
Primary School



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

# Charging & Remissions Policy

November 2025

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## **CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES**

### Introduction

This document is a statement of the aims and principles associated with the charging for school activities at Haggonfields Primary School. It also includes the remission arrangements associated with the policy.

It has been developed in accordance with the requirements of Section 457 of the Education Act 1996.

### Principles

Haggonfields Primary School is committed to the principle of free education and believes that the broad curriculum provided by the school should be available to all pupils as a right. The school will not charge for activities which have been wholly funded by Nottinghamshire Local Authority (LA). The school does not normally charge pupils or parents for any activity it directly organises, except in the circumstances described in this document.

The school recognizes the valuable contribution visits and other non-classroom based activities can make to a child's educational experiences. These may be offered inside or outside school hours and it may be necessary to seek financial contributions from parents if the expenses of a particular activity cannot wholly be met from the funds normally available to the school.

In arranging activities for which a voluntary parental contribution may be sought, we will consider whether such a contribution is reasonable and whether it will be within the scope of a majority of the parents of pupils at the school.

Haggonfields Primary School will operate the charging policy within the law and not charge for those activities for which, legally, no charges may be made.

Pupils may be assisted, at the Governor's discretion, from the school's budget, or other funds available to the school. Pupils will not be excluded from any school activity that extends or enriches the curriculum for their class because they have not made a contribution to the cost.

### Activities During School Hours

No charge will be made for any activity which takes place during school hours, including any materials, books, instruments, ingredients or other equipment (excluding clothing) provided in connection with the activity. The cost of such activities will be contained within the funds available to the school. School hours are defined as being those hours during which the school is in session, but excluding the mid-day break.

Parents cannot be charged for or required to provide such items as ingredients or craft materials except where parents have confirmed, in advance, that they wish to own the finished product.

Clothing is excluded from the definition of 'equipment' under the Education Act. Thus, parents may be expected to provide appropriate items of clothing such as cookery aprons and football boots. The Nottinghamshire LA clothing assistance scheme enables assistance for some families.

### Music Provision

Charging is not permitted for class music tuition during school hours. No charge will be made for group musical activities e.g. school orchestras, which take place during school hours.

### Individual Music Tuition

Individual music tuition, not forming part of the National Curriculum, may be charged for, whether it is provided inside or outside school hours. Parental agreement will be required before a pupil is given such tuition. Individual instrumental tuition is available through school and the school will pass on all charges associated with this activity to parents of pupils taught in groups of up to four pupils. More details regarding the charging for individual music tuition and the authority's remission scheme, are available from the Head Teacher.

### Transport

No charge will be made for any transport provided to convey pupils between the school and any other place where educational provision has been arranged, e.g. swimming pools, sports centres.

### Visits Partly In and Partly Out of School Hours

Many school activities will take place during and partly outside school hours. The Education Act provides guidance in determining whether an activity is inside or outside school hours.

A day visit takes place during school hours if 50% or more of the time spent on the visit or activity, including any connected travel, occurs during school hours.

A residential activity is one which involves pupils spending one or more nights away from home. Such a visit is deemed to take place during school hours if the number of sessions taken up by the visit is 50% or more of the number of half days involved. In this connection 'half days' are defined as any twelve hour period ending at noon or midnight on any day.

Thus, a residential trip taking place in term-time from noon on Wednesday to 9.00 am on Sunday (9 half days: 5 school sessions) would be regarded as taking place in school hours.

### Residential Activities During School Hours

Charges may be made for the board and lodging element of any activities which take place during school hours. Any charge will be calculated by reference to the actual cost of the provision; no other costs will be covered by the charge. Remission arrangements (see 'Remission Policy') will be available at the discretion of the Nottinghamshire LA.

### Activities Held Outside School Hours

Charges may be made, at the discretion of the governors, for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the visit will not be included in the charge. The charge may include an appropriate element for the following:

- The pupil's travel costs
- The pupil's board and lodging costs
- Non-teaching staff's costs

- Materials, instruments and other equipment
- Entrance fees to places of interest
- Insurance costs
- The expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

### Remission Policy

Haggonfields Primary School adopts the policy of the Nottinghamshire LA.

### Board and Lodging Charges for Residential Trips

Where the parents of a pupil are in receipt of Income Support, Family Credit, an income based Job Seeker's Allowance or Disability Working Allowance, any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be fully remitted either by the Nottinghamshire LA or the Governing Body depending upon who funds the visit, if the activity:

1. Takes place during school hours, OR
2. Forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

### Materials and Ingredients

A charge may be made for any materials and ingredients relating to activities taking place in school hours where parents have confirmed in advance that they wish to own the finished product. Alternatively, parents may be asked to volunteer to provide ingredients and materials prior to the activity taking place.

### Voluntary Contributions

Nothing in this policy statement precludes the Head Teacher inviting parents to make voluntary contributions for the benefit of the school or in support of any activity it organises, whether inside, or outside, school hours. Any contribution sought from

parents will be entirely voluntary and pupils will not be treated differently according to whether or not their parents have made a contribution.

If an activity cannot take place without parental contributions, this will be made clear to parents. An initial letter to parents will explain the nature of the proposed activity and its educational value. The letter will indicate an approximate contribution per pupil which would be required for the activity to take place. The letter will emphasise that there would be no obligation to contribute and that no pupil would be excluded from the activity because of their parents' lack of contribution. The letter will make it clear that if insufficient parents were unable to contribute, then the activity would not take place.

There is no limit to the level of voluntary contribution which parents can make towards school activities. A request for a contribution towards the cost of a school visit could, for example, include an element to cover the cost of subsidizing pupils from low income families or the costs incurred by accompanying teachers.

#### Breakages and Damage to Property

The Governing Body reserves the right to seek reparation from parents where their child has caused breakages or damage to the school's property due to the child's misbehaviour.