

Langford Village Community Primary School

Charging and Remissions Policy

Approved by:	Sam Porteous (CoG) and FGB	**Date:**	September 2026
Next review due by:	**September 2027**		

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities which must be kept under regular review. The Governing body must not charge for any activities which take place when the school is in session, excluding the break in the middle of the day. The exception is musical instrumental tuition for individual pupils or in groups of up to four, as long as the teaching is not an essential part of the National Curriculum syllabus being followed by pupils.

If the School wishes to run an activity during the school day for which it would need contributions from parents or others, it can ask for voluntary contributions. The school can charge for optional, extra activities provided mainly or wholly outside of school hours as long as the teaching is not an essential part of the National Curriculum or Religious Education. Schools can use their delegated budgets to support or subsidise extended activities that bring an educational benefit to children.

This policy is in line with the DfE guidelines; 'Charging for school activities': May 2018

Status - Statutory
The policy complements the School's Equalities Policy and Statement.

The School day
The school day is defined as Monday to Friday during term time. Lunchtime is not included in the school day.

Charges
The Governing body will make a charge for activities in the following circumstances:

- **Swimming**

Children in Key Stage 2 are taken swimming at Bicester Leisure Centre. The cost of transport will be met by voluntary contributions and/or by school or PE funding.

- **Transportation to events during school hours**

The cost of transportation to activities and events that take place during the school day will be

met by voluntary contributions.

- **Educational Day Visits (within school hours)**

The costs of admission, transport and insurance will be met by voluntary contributions. No child will be excluded from an activity if these payments are not made. However, if insufficient contributions are received then the trip or activity may have to be cancelled.

- **Visiting theatre groups, drama workshops, and arts activities**

During the school year, the children will have the opportunity to take part in various workshop and theatre activities. A voluntary contribution will be asked for to meet the cost of these events. However, if insufficient contributions are received then the trip or activity may have to be cancelled.

- **Out of school activities**

A charge will be levied for the entire cost of the activity which takes place outside of school hours.

- **Residential trips**

Parents / Carers will be charged for the full cost of the trip. We use the Arbor MIS system for parents to pay in instalments; however, we would expect total payment to be made within a reasonable time.

- **Nursery additional costs**

For families that are not entitled to the full 30 hours funding for Nursery placements, these families will be able to pay for the additional 15 hours placement at a cost of £9.50 per hour / £142.50 per week prices correct as of 1st September 2026. We have established a system for parents to pay in instalments; however, we would expect total payment to be made within a reasonable time.

- **School Resources and Equipment**

Where school resources are provided for use at home, including reading books, library books and other learning materials, parents/carers may be charged the cost of repair or replacement if items are lost, damaged or not returned.

Where ICT equipment is allocated to an individual pupil for use at school or at home, parents/carers will be required to sign and comply with the school's ICT Acceptable Use Agreement. The school reserves the right to charge for the repair or replacement of ICT equipment that is lost, stolen through negligence, or damaged as a result of misuse, deliberate action, or failure to follow the terms of the Acceptable Use Agreement.

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, or other equipment)
- Education provided outside school hours if it is part of the National Curriculum.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Families qualifying for help with costs

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 a reduced charge. Any applicable reductions, remissions or financial assistance for educational visits and trips will be calculated on an individual trip or visit basis. As a result, the level of support provided may vary depending on the specific circumstances and costs associated with each activity.

This remissions policy sets out the circumstances in which charges may be waived.

A reduced charge will be applicable for children who qualify for the Pupil Premium. (Children in receipt of Free School Meals). Please note that this does not refer to all children in receipt of Universal Free School Meals.

Additional considerations:
The Governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances, in line with our poverty proofing approach. To this end we will try to adhere to the following guidelines:

- We will give parents as much notice as possible for forthcoming visits/trips.
- The school has established a system for parents to pay in instalments.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against families in lower incomes and we will not use that method of selection.

Arrangements for monitoring and evaluation
The Governing Body will monitor the impact of this policy by receiving regular updates on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the policy.