



# Lyne and Longcross C of E (Aided) Primary School

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## Charging and Remission Policy 2025-26

**Approved: Nov 2025**  
**Review Due: Nov 2026**

*Brenda Macbomack*

Chair of Governors

Inspired by the relentlessly inclusive and loving example of Jesus Christ, our vision is to create a place of possibilities where children develop a lasting love of learning, where we recognise God has given us all special individual talents and strengths. Through working together as a community children will be encouraged and nurtured to fulfil their God given potential.

## **Introduction**

Lyne & Longcross 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. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

## **Legislation and Guidance**

This policy is based on Department for Education guidance ("Charging for School Activities") and Sections 449-462 of the Education Act 1996.

## **Charges and Remissions**

No charges are made for:

- Education provided wholly or mainly during school hours (including materials, books, instruments, or equipment).
- Transport provided in connection with educational visits<sup>1</sup> during school hours.
- Supply teachers to cover for teachers absent on school visits.

Charges will only be made for "optional extras," defined in law as activities:

- Outside school hours, not required by the National Curriculum,
- Board and lodging for residential trips (except for parents in receipt of qualifying benefits, who will be eligible for full or part remission),
- Extended day services (e.g., breakfast or after-school clubs).

## **Day Trips**

Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made.

Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.

Every effort will be made to ensure that the voluntary contributions are made but, if insufficient funding is received, the school reserves the right to cancel the trip.

Once a trip has been paid for, there will be no reimbursement for absentees on the day.

Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected, this may take the form of Pupil Premium funding where appropriate. Any shortfall may be met from the School Fund.

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<sup>1</sup> Please note that if an activity is deemed to be an enhancement or supplementary to the National Curriculum, charges for transport may be included within the total voluntary contribution requested

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Experiences offered in School**

Each phase is responsible for providing enhanced learning experiences within school.

The cost of providing these experiences is to be met by a voluntary contribution sought from parents of children within the phase that will benefit. The school will subsidise where possible from either the delegated budget or school fund.

It is not expected that there will be any profit made.

Where voluntary contributions are sought, the school reserves the right to cancel if insufficient funding is received.

No child is to be prevented from participating because a voluntary contribution has not been received but parents will be encouraged to pay.

Once a voluntary contribution has been made, there will be no reimbursement for absentees on the day.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

### **Extra Curricular activities / Clubs**

The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials, resources or staff charges and will not exceed the cost of the optional extras, divided by the number of pupils participating.

The school offers optional morning/after school clubs, for example: Breakfast club, Dance, Football, Spanish and Lego. A full list of additional and optional clubs is held and updated on the school website. <https://www.lyneschool.com/school-clubs/>

There is a charge for these sessions which parents arrange to pay independently, often directly to the organisers.

### **Swimming**

The School provides swimming lessons off site and all children will be given the opportunity to learn how to swim or improve their swimming in KS2. The School will arrange transport to and from the swimming pool and provide a qualified swimming instructor. A considerable effort is made each year to reduce the cost of swimming lessons and a voluntary contribution will be sought from parents. No profit is made by the School.

### **Residential Trips**

Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.

An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in

a trip. A request for the 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.

Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the payment made by their parents.

The school will offer full or partial remission for board and lodging on residential trips where parents are in receipt of qualifying benefits, including:

- Universal Credit (meeting Free School Meals threshold),
- Income Support,
- Income-based Jobseeker's Allowance,
- Support under part VI of the Immigration and Asylum Act 1999,
- Child Tax Credit (without Working Tax Credit and below the threshold),

Details are available on request or via the school office. Remission is also available for some activities via Pupil Premium or hardship funds.

### **Contribution to the School Fund**

The school fund exists to enhance the learning experiences of the children at Lyne & Longcross School. It could be used to contribute towards, for example, visits from theatre companies, sporting demonstrations, musical events, artists or curriculum related workshops.

Contributions to the fund are sometimes made by local businesses or a member of the community.

Parents are asked to make voluntary contributions to the School Fund, all pupils will be treated equally regardless of whether we receive contributions; the suggested contribution is £40 per family per year.

Where school seeks voluntary contributions, no pupil will be excluded from any relevant activity if their family is unable to contribute. If insufficient contributions are received, the activity may be cancelled.

### **Policy Approval**

This policy is reviewed annually by the Governing Body, who will have input and discussion as to the application and writing of the policy