

# Charging and Remissions Policy



Midhurst C of E  
Primary School

LIFE IN ALL ITS FULLNESS

## Vision and Aims

At Midhurst C of E Primary School, our aim is to ensure that every child reaches their full potential. We are committed to helping all children achieve their academic best, while understanding their unique learning needs. Our goal is to nurture children who are: confident, self-reliant, adaptable and prepared to flourish in a rapidly changing world. We prioritise creating a sense of self-belief, belonging and community, encouraging children to make a positive difference while also supporting them in making healthy physical and mental choices.

Our Christian values underpin everything we do, guiding our decisions, worship and curriculum, while ensuring a welcoming atmosphere for all. We believe in empowering children to become responsible individuals who understand the impact of their actions on others. Our goal is to create a purposeful learning environment where every child feels valued, safe and able to explore, learn and grow. Through these efforts, we aim to develop well-rounded individuals who are equipped for success in their education and personal lives.

We recognise the crucial role of staff well-being in achieving our aims. At Midhurst C of E Primary School, we ensure that our staff feel supported, valued and prepared to inspire and guide every child. By fostering a safe, supportive and inclusive environment, we meet the emotional and spiritual needs of all members of our school family.

APPROVED BY THE HEADTEACHER DATE	NEXT REVIEW DATE
June 2026	June 2028

Signed: 

HEADTEACHER

**Midhurst CofE Primary School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our intention is that children will be safe, secure and happy, and enjoy their time as pupils at this school.**

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## Model Policy for Charging and Remissions for School Activities

### 1. Introduction

**1.1** Midhurst CofE Primary School provides many opportunities for its students/children/young people to enrich and enhance their experience through Learning Outside the Classroom (LOtC). This encompasses both on- site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

**1.2** The value of LOtC is well recognised by the Governing Body and fully supported throughout the school.

**1.3** The purpose of this policy is to provide clear information about charging and voluntary contributions for Midhurst CofE Primary's school activities.

### 2. Voluntary Contributions

**2.1** In general no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

**2.2** It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

**2.3** Midhurst CofE Primary school follows the West Sussex *Policy for Charging for School Activities* that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance [www.oeapng.info](http://www.oeapng.info).

**2.4** No compulsory charge will be made for any activity which takes place during school hours.

**2.5** Any contribution is entirely voluntary, and the pupils of parents/carers who are unable or unwilling to contribute must not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity may be cancelled.

### **3. Arrangements**

To ensure good practice and compliance with the necessary regulations it is expected that:

**3.1** All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents/carers who do not contribute will not be treated differently.

**3.2** If any parents/carers have any financial difficulty (no pupil will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement.

### **4. Residential Visits**

**4.1** If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week or it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel.

**4.2** Charges not exceeding the actual cost for the individual pupil can be made for board and lodging.

**4.3** Voluntary contributions (as above) will be requested to cover all other costs.

**4.4** Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances;
- Income support;
- Income-based Jobseeker's Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit;
- Guaranteed element of State Pension Credit.

**4.5** An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of the school week and is not a requirement of the syllabus for a public examination or is not to do with the national curriculum or religious education.

**4.6** In this case this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs.

**4.7** This charge will not exceed the actual cost of the provision.

**4.8** Parents/carers in receipt of the allowances identified above have the same entitlements.

## **5. Music Tuition**

**5.1** There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

**5.2** For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school.

**5.3** No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

## **6. Monitoring and Review of Policy**

The Governing Body will review this policy every 2 years, and as necessary due to any changes in legislation.