



**Luston and Shobdon Community Primary Schools Federation  
including Luston Nursery**



**Charging and Remissions Policy**

<b>Last reviewed</b>	<b>April 2026</b>
<b>Renewal due</b>	<b>April 2027</b>

**Context**

The legislation governing the charging for school activities is set out in the Education Act 1996 Sections 449-462. Comprehensive guidance for governors can be found in Chapter 23 of “A Guide to the Law for School Governors.” It covers what a governing body may and may not charge for activities that take place either during or outside of school hours, including residential activities. The need to have charging and remissions policies and requests for voluntary donations are also discussed in this document. The Governing Body of the Federation is responsible for determining the content of the Charging Policy and the Executive Headteacher is responsible for its implementation.

**Aim**

This policy aims to ensure that no child is excluded from an activity that takes place in school hours because of the inability or unwillingness of the parent/carer to pay.

**Prohibition of Charges**

The law states that education during school hours (not including break times) must be free. Luston Primary School and Shobdon Primary School do not charge for any activity undertaken as part of the curriculum with the exception of individual or small group music tuition with specialist teachers. Legislation about charging for activities does not in any way prohibit or restrict the schools from seeking voluntary contributions in support of any school activity. Admission and transport costs are calculated and parents/carers are invited to make appropriate donations. The schools do not make a profit on such events. The Friends of Luston School Association and Friends of Shobdon School often help with funding for extra activities which are provided for all pupils.

**Voluntary Contributions**

When organising school visits and activities that enrich the curriculum and educational experience of the children, the schools invite parents/carers to contribute to the cost. All contributions are voluntary. If the voluntary contributions received by the school do not cover at least 90% of the cost, then the outing may be cancelled and all monies refunded. If a parent/carer wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

Parents/carers have a right to know how each trip is funded, and the schools will provide this information on request.

The following is a list of examples of additional activities, organised by the school, for which we request voluntary contributions from parents/carers:

- visits to museums;
- outdoor adventure activities;
- visits to, or by a theatre company;
- musical events
- other school trips

### **Swimming**

The schools organise swimming lessons for all children. Lessons take place in school time and are part of the National Curriculum. We ask for voluntary contributions to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and the hire of the pool itself. We inform parents/carers when these lessons are to take place and a range of payment options are possible.

### **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. A charge is made for these lessons. Information about additional music tuition is provided at the start of each academic year.

### **School Clubs and Activities**

No charges are made for lunchtime clubs and activities that meet during the school day or after school that are run by a school member of staff. In the event that reasonable and additional resources are required, and purchased by the club leader, then all pupils of that club will be asked to make a donation. If the club is run by a non-school member of staff, then parents/carers will be informed of the cost of attending the club, before their child registers an interest to attend.

### **Residentials**

Participation in optional extra activities is on the basis of parental/carer choice and a willingness to meet such charges if they are made. Out of hours activities are organised to supplement and support learning and to provide new experiences through which pupils can discover their talents and be encouraged to develop their full potential. If the Federation organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, the Federation will apply for grants to help towards the cost. Grant funding is sought for children whose parents/carers cannot afford to contribute and a contribution may be made from pupil premium, if appropriate. Other parents/carers are asked for voluntary contributions to make up the difference.

### **Damage or Loss of Equipment**

A charge may be made for damage or loss caused by a pupil. This will be at the Executive Headteacher's discretion.

**This policy was ratified by our Governors and disseminated to all staff.**