



THORNTON PRIMARY SCHOOL

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Charging and Remissions Policy

Introduction

This Charging and Remissions Policy is reviewed annually to ensure that Thornton Primary School complies with statutory requirements and has regard to current Department for Education (DfE) guidance and Lancashire County Council (LCC) guidance. The policy applies to all pupils and is intended to ensure that activities and visits are accessible, fair and inclusive.

The school will not use charging arrangements to discriminate against pupils or families. Where charges are permitted, they will not exceed the actual cost of providing the activity, service or optional extra. The school will make clear to parents/carers when a contribution is voluntary and when a charge is compulsory.

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of materials, books, instruments, equipment and transport provided during school hours to carry pupils between the school and an activity.
- Education provided outside school hours where it forms part of the National Curriculum, a syllabus for a prescribed public examination for which the pupil is being prepared at school, or religious education.
- Instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carers and is otherwise chargeable under the relevant regulations.
- Entry for a prescribed public examination, including re-sits, where the pupil has been prepared for the examination at school.
- Examination re-sits where the pupil is being prepared for the re-sit at school.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities, educational visits and other activities which support the curriculum. Requests will clearly state that contributions are voluntary and that there is no obligation to contribute.



- Pupils whose parents/carers do not contribute will not be treated differently or prevented from participating where the activity is otherwise funded.
- Where insufficient contributions are received to make an activity viable, and the school cannot meet the shortfall from another source, the school may cancel or alter the activity.
- The school will seek to ensure that voluntary contribution requests are proportionate and do not create an unreasonable barrier to participation.

Chargeable Activities

The school may recover the full cost of the following activities, but charges will not exceed the actual cost of provision:

- Materials, books, instruments or equipment where the pupil's parent/carer wishes the pupil to own them.
- Optional extras, as described below.
- Music and vocal tuition in the limited circumstances permitted by legislation (see Appendix B).
- Certain early years provision where charging is permitted by the Education (Charges for Early Years Provision) Regulations 2012.
- Use of school facilities and community facilities where charging is permitted, including under section 27 of the Education Act 2002.

Optional Extras

Charges may be made for activities provided outside school hours which are not part of the National Curriculum, a prescribed examination syllabus for which the pupil is being prepared at school, or religious education. Charges may also be made for:

- Examination entry fees where the registered pupil has not been prepared for the examination at school.
- Transport, except where transport is required to take a pupil to school or to other premises where the local authority/governing body has arranged for the pupil to receive education.
- Board and lodging on a residential visit, subject to the remission arrangements set out below.
- Extended day services offered to pupils, such as breakfast clubs, after-school clubs, tea and supervised homework sessions where these are provided under the responsibility of the governing body.

When calculating the cost of an optional extra, the school may include the cost of materials, books, instruments or equipment; buildings and accommodation; non-teaching staff; teaching staff engaged under contracts for services specifically to provide the optional extra; supply teachers engaged specifically for the activity; and an appropriate proportion of teaching staff costs for optional music or vocal tuition.

Any charge to an individual pupil will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. The school will not seek to make a profit from optional extras.



Remissions Policy

Thornton Primary School is committed to ensuring that financial circumstances do not unnecessarily prevent pupils from accessing educational opportunities. Where legislation requires charges to be remitted, the school will apply the remission in full.

There will be no charge for board and lodging on residential visits for pupils whose parents/carers are in receipt of the specified benefits set out in the relevant regulations. Eligibility will normally be linked to eligibility for free school meals, subject to the current statutory criteria.

Charges for other chargeable activities may be fully or partly remitted where the school considers this appropriate. Governors may approve the use of the delegated budget and, where permitted, other appropriate funding streams, including Pupil Premium, to support participation.

Details of any remission or financial support available will be included when parents/carers are advised of charges for an individual activity. Families experiencing financial difficulty are encouraged to speak confidentially with the school so that available support can be considered. Remission will be applied fairly and consistently, taking account of the school's commitment to inclusion and equality of opportunity.

Administration of Charges

Parents/carers will be given reasonable notice of charges and the arrangements for payment. The school will communicate clearly whether a payment is compulsory or voluntary. Where an activity depends on sufficient voluntary contributions, this will be explained before the activity takes place.

The Headteacher, under the financial delegation arrangements approved by the Governing Body, may determine individual charges within this policy. The Finance, Staffing and Resources Committee will monitor the implementation of the policy and review it annually, or sooner where legislation or LCC/DfE guidance changes.

Appendix B – Music Tuition

The Charges for Music Tuition (England) Regulations 2007 permit charges for instrumental or vocal tuition provided individually or to groups of any size where the tuition is provided at the request of the pupil's parent/carer. Charges must not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charges must not be made where the tuition is an essential part of the National Curriculum or where it is provided through the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. No charge may be made in respect of a pupil who is looked after by a local authority within the meaning of section 22(1) of the Children Act 1989.

The school will review music tuition arrangements against the current statutory regulations and any relevant Lancashire County Council guidance before charges are set.



Relevant Guidance and Legislation

- Education Act 1996, sections 449–462.
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999.
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003.
- Charges for Music Tuition (England) Regulations 2007.
- Education (Charges for Early Years Provision) Regulations 2012.
- Department for Education: Charging for school activities.
- Lancashire County Council model guidance on charging and remissions, including the Summer 2025 model guidance.
- Lancashire County Council financial guidance and the school's approved financial procedures.

The school will have regard to the latest available LCC and DfE guidance when applying this policy. The current LCC model guidance identifies the need for annual review and retains the established Lancashire approach to activities without charge, voluntary contributions, chargeable activities, optional extras and remissions.

Date: September 2026

Review Date: September 2027

Signed: Mr David Ashcroft, Headteacher

To be approved by Finance, Staffing and Resources Committee on 03/11/2026