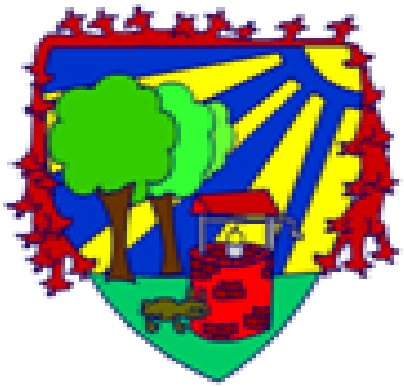
Holywell Primary and Nursery School



Charging and Remissions Policy

1. Introduction and aims

Holywell Primary and Nursery School is committed to ensuring equality of opportunity for all pupils, regardless of financial circumstances. This policy sets out clear and transparent arrangements for charging and remissions so that no child is disadvantaged or excluded from school activities because of cost.

This policy aims to:

- Provide robust, clear processes for charging and remissions
- Clearly state which activities may be charged for and when
- Offer a broad range of enrichment activities while minimising financial barriers

2. Legislation and guidance

This policy is informed by the Education Act 1996 (sections 449–462) and Department for Education guidance on charging for school activities in maintained schools in England.

3. Definitions

- Charge: A fee payable for a specifically defined activity
- Remission: The full or partial cancellation of a charge that would normally be payable
- Voluntary contribution: A non-mandatory payment requested to support the cost of an activity

4. Roles and responsibilities

4.1 Governing board

The governing board is responsible for approving and monitoring this policy.

4.2 Head of School

The Head of School is responsible for implementing the policy consistently, determining voluntary contribution levels where appropriate, and authorising remissions.

4.3 Staff

Staff are responsible for applying the policy consistently and seeking guidance from the Head of School where circumstances are unclear.

4.4 Parents and carers

Parents and carers are encouraged to raise any questions or concerns about charging or remissions with the school.

5. Where charges cannot be made

Holywell Primary and Nursery School will not charge for:

- Admission to the school
- Education provided during school hours, including materials, books and equipment
- Education outside school hours that forms part of the national curriculum, religious education, or a prescribed public examination
- Instrumental or vocal tuition that forms part of the national curriculum or first access Key Stage 2 provision
- Transport where the local authority has a statutory duty to provide it
- Education provided during residential visits that take place within school hours
- Supply cover for teachers accompanying pupils on residential visits

6. Where charges can be made

The school may charge for:

6.1 Optional extras

Optional extras are activities provided wholly or mainly outside school hours and not part of the national curriculum or religious education. Charges may include:

- Materials, books or equipment
- Transport
- Residential visits

Any charge will not exceed the actual cost of provision divided equally between participating pupils, and no element of profit or subsidy will be included. Parental agreement is required.

6.2 Music tuition

Charges may be made for instrumental or vocal tuition provided at parental request, except where prohibited by legislation (e.g. first access provision or looked-after children).

6.3 Early years provision

Parents are entitled to 15 or 30 hours of free nursery provision per week. Where spaces allow, Holywell may offer additional paid sessions above this entitlement.

- Additional nursery hours are charged at £5.00 per hour
- Parents must sign an agreement before additional hours commence
- Invoices are issued half-termly and are payable within 14 days
- The school reserves the right to withdraw additional hours if charges remain unpaid
- No refunds are made for absence due to illness, holidays or other reasons

7. Voluntary contributions

The school may invite parents to make voluntary contributions for educational visits or activities that enhance the curriculum but cannot legally be charged for.

Requests will always make clear that:

- Contributions are entirely voluntary
- No pupil will be treated differently or excluded because payment is not made
- Activities may be cancelled if insufficient funding is received

The decision to proceed with an activity rests with the Head of School.

8. Activities the school charges for

Holywell charges for the following where applicable:

- Breakfast club and after-school clubs
- After-school sports activities
- Residential visits (board and lodging only)
- Additional nursery hours

Charges are reviewed regularly and approved by the governing board.

9. Remissions

9.1 General remissions

Parents may apply confidentially to the Head of School for a reduction or waiver of charges. Individual circumstances will be considered.

9.2 Residential visits

For residential visits, the school may agree, at parental request, to fund up to 50% of the cost through Pupil Premium where the parent commits to paying the remainder.

9.3 Extended and enrichment activities

Remissions for extended school activities may be supported through Pupil Premium or PE and Sport Premium funding where appropriate.

10. Refunds

Where a pupil is unable to participate due to illness or other reasons, the school will refund entrance fees where possible. Transport costs, including coach hire, are non-refundable.

Where exclusion occurs as part of the school's disciplinary procedures, a full refund will be issued.

11. Monitoring and review

This policy will be reviewed annually by the governing board. The next review date is May 2027.

12. Data protection

All personal data related to charging and remissions will be managed in accordance with the school's GDPR and Data Protection policies.