



# SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

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Executive Headteacher: Mrs Nicky Wright



## Charging & Remissions Policy

### 2026-2027

Date of Approval	Date of Review
March 2026	March 2027
Status and Review Cycle	Statutory, every year



## **1. Legislation and Guidance**

This policy is based on the Department for Education (DfE) guidance 'Charging for School Activities' and the Education Act 1996 (sections 449–462), which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy also takes account of the DfE guidance on statutory policies for schools and academy trusts.

## **2. Introduction**

The Local Advisory Committee recognises the valuable contribution that a wide range of additional activities, including clubs, educational visits, practical activities and residential experiences can make to pupils' personal and social education. The school aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

## **3. Activities During the School Day**

All activities that are a necessary part of the National Curriculum, including religious education, will be provided free of charge.

The school may request voluntary contributions for activities during the school day that incur additional costs, such as materials, equipment, entrance fees or transport. No pupil will be excluded from participating in an activity if their parents or carers are unable or unwilling to contribute.

## **4. Activities Outside School Hours (Optional Extras)**

The school may charge for optional extra activities that take place outside school hours. These may include educational visits, residential trips and extracurricular activities.

Where residential visits are organised, the school may charge for the cost of board and lodging as well as travel and activity costs, provided that the charge does not exceed the actual cost of provision per pupil.

## **5. Residential Visits – Remissions**

Pupils whose parents or carers are in receipt of qualifying benefits for Free School Meals will not be charged for board and lodging on residential visits that take place during school hours. The school may offer additional financial support in cases of hardship.

## **6. Music Tuition**

The school may charge for instrumental or vocal tuition where this is provided at the request of parents or carers. Charges may include the cost of the tutor and instrument hire where applicable.

Charges will not be made where music tuition forms part of the National Curriculum, is part of a public examination course, or is provided to the whole class.

## **7. Materials and Ingredients**

The school may charge for materials or ingredients for practical subjects where parents or carers have indicated in advance that they wish to own the finished product. Alternatively, parents or carers may be asked to supply these materials. Where no contribution is made, the school may retain the finished product.

## **8. Voluntary Contributions**

The school may request voluntary contributions to support activities that take place during school hours.

When requesting voluntary contributions, the school will ensure that:

- Contributions are genuinely voluntary.
- Parents or carers are informed where an activity may not be viable without sufficient voluntary contributions, and the school will consider alternative funding options where possible.
- No pupil is excluded or treated differently because their parents cannot contribute.
- Allocation of places is explained where spaces are limited.

### **9. Breakages and Loss of Equipment**

In cases of wilful or malicious damage to school property, or loss of school equipment or books on loan to pupils, the Executive Headteacher may decide to charge parents or carers for the cost of replacement or repair.

### **10. Calculating Charges**

When charges are made for activities, they will be based on the actual costs incurred divided by the number of pupils participating. The school will ensure that charges do not exceed the actual cost of providing the activity.

### **11. Remissions and Financial Support**

Parents or carers experiencing financial difficulty may apply in confidence to the Executive Headteacher for partial or full remission of charges. The school will consider each request sensitively and confidentially.

The school may also offer payment plans or additional support where appropriate to ensure that all pupils can access educational opportunities.

### **12. Equality and Inclusion**

The school will ensure that this policy is applied fairly and consistently and that no pupil is discriminated against because of financial circumstances.

### **13. Monitoring and Review**

The School Business Manager will report annually to the Local Advisory Committee on compliance and any issues arising.