



## **Christ Church CE (C) Primary Charging and Remissions for School Activities**

Christ Church CE (c) Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to: -

- participate fully in school curriculum
- contribute to all aspects of school life and
- be a valued partner in the process of education

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents / guardians who are on low income.

We aim: -

- to make school activities accessible to all students regardless of family income, ensuring equal opportunities for all.
- to encourage and promote external activities which give added value to the curriculum.
- to provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

This policy determines the extent to which charging is permitted within the context of:

- the 1944 Education Act, which laid down the principle of free Education (Section 61) and
- the 1988 Education Act which permitted schools to:
  - a charge for activities in certain specified circumstances, and
  - b invite “voluntary contributions’ in others.

DES Circular 2/89 purported “to explain and provide guidance” on the provisions of the 1988 Act in respect of charging. The following policy statement and guidelines are based upon the Circular and provide the basis for practice in this school

### **The Policy**

Whereas it is accepted that all pupils have a right to a free education according to the principles laid down by the 1944 Education Act, the School Governors recognise:

**Charging and remission policy  
Christ Church Primary School  
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- the delegated budget is insufficient to meet the demands made upon it if the quality of educational provision is to be maintained, and
- teachers have long judged it beneficial to pupils to provide opportunities for school visits and to offer other forms of educational enrichment.

The Governors therefore determine:

- the right of the school to levy charges within the guidelines laid down by legislation;
- the right of the school to seek voluntary contributions for school activities in approved circumstances;
- that there should be arrangements to remit charges (and by implication, not to seek voluntary contributions) to the full extent, in order to ensure that no pupil is prevented from participating in an activity offered to other pupils in the teaching group, on account of his/her parent's inability to contribute;
- that this policy should be kept under review, and
- parents should be made aware of this policy.

### Guidelines

These guidelines are intended for staff organizing activities for which either charges or voluntary contributions can be sought.

Charging is permissible in the following cases.

- materials for practical lessons if parents have agreed to purchase finished articles in advance,
- individual music tuition;
- "optional extras" where the activity:
  - a takes place either out of, or more than 50% out of school hours and
  - b where the decision to participate depends upon parental choice (in which circumstances, the activity can be deemed beneficial but not essential in curricular terms).

Activities that are optional extras include theatre visits, trips to places of educational interest etc.



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Charging can include the cost of board and lodging in the case of residential trips.  
Please note:

The criteria governing charging excludes

- i activities deemed essential in curricular terms;
- ii activities taking place within, or more than 50% within, school hours.

“Voluntary contributions” from parents may be sought “in order to release resources from the school budget for other purposes, but no child should be at a disadvantage because of a parent’s unwillingness or inability to contribute in this way” (paragraph 15).

It should be noted that voluntary contributions may not be sought where the purpose of the activity or service is considered essential in curricular terms.

Where dealings with parents are concerned, it is legitimate to point out that the activity may not take place if the voluntary contributions do not cover the total costs involved. At the same time, parents of no single child can be expected to contribute more than the cost of providing for their own child in relation to a particular activity.

### **When carrying out a school activity:**

- A letter will be sent out to parents informing them about the trip and the relevant costs (including voluntary contributions)
- Money will only be handled within the office/by the administration team.
- The Risk Assessment Forms will be completed by the staff member who is leading the activity

### **Charging for School Lettings:**

Charging can also relate to external lettings of the school outside of school hours. The charge of each individual letting is specified in their letting contract/agreement (please refer to this for further information).