



CHARGING AND REMISSIONS POLICY

Lakenheath Community Primary School



Version Number	9
Date of Policy	July 2025
Review Date	July 2026
Head Teacher's Signature	
Chair of Governors' Signature	

Document Change History

Version	Date	Change Details
1	June 2017	N/A
2	June 2018	Format Update, Policy Review
3	July 2019	Policy Review, No changes.
4	July 2020	Policy Review, No changes.
5	July 2021	Policy Review, No changes.
6	July 2022	Policy Review, No changes
7	July 2023	Policy Review, No changes
8	July 2024	Policy Review, No changes
9	July 2025	Policy Review, No changes

1. Education during school hours

- 1.1 Any activity required specifically by the syllabus for a public examination, or to fulfill a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- 1.2 Any activity wholly or mainly in school hours, other than the above, is similarly available free of charge to those in receipt of family credit or income support. Voluntary contributions towards the cost of the activity will be invited and the school reserves the right to cancel the activity if insufficient funds are available. See Appendix 1.
- 1.3 Tuition for playing any musical instrument, where the tuition is provided either individually or to a group will be charged for.
- 1.4 There is no charge for class music tuition, but parents may be invited, voluntarily, to make a contribution to the cost of hiring/purchasing instruments or music.
- 1.5 Parents cannot be required to supply any books, materials or other equipment for use in school hours, but parents are invited to assist with the provision of the basic items listed in the school prospectus.
- 1.6 On a voluntary basis, parents may contribute to the cost of ingredients and materials for use in Art and .D.T. This assumes that the parents will own the finished product.

2. Education outside school hours

- 2.1 Any activity required specifically by the syllabus for a public examination or to fulfill a statutory duty relating to the National Curriculum cannot be charged for, except for the board and lodging element of residential trips. Remission from board and lodging charges is available to families in receipt of family credit or income support, on production of proof of eligibility.
- 2.2 Charges may be made for out-of-school trips on the basis of parental willingness to pay for these 'optional extras'. No remission is available for these trips.

3. Breakages and Damages

The Governors are entitled to require parents to pay for the cost of damage caused by the pupil's behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced text books, equipment or any other school property.

Appendix 1

Government Legislation on charging for school activities

Guidance for school letters

Under the terms of the Education Reform Act 1988, an activity may not be charged for compulsorily. A voluntary contribution will be requested and the sum suggested specified in the visit letter. The school reserves the right to cancel an activity entirely if there are insufficient funds available.

Families in receipt of income support or family credit should write to the teacher in charge of the activity indicating their position so that funds to cover the cost of their child's participation may be made available, under the terms of The Education reform Act 1988, from school funds. This information will be treated in the strictest confidence.