Charging and Remissions Policy

Reviewed January 2026
Next review due February 2027

Preston Primary Academy Trust
Charging and Remissions Policy

Preston Primary Academy Trust is committed to ensuring equal opportunities for all pupils and has established this policy to ensure that no child is discriminated against because of financial circumstances. The policy aims to set out what charges may be made for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

A Charge is a fee payable for specifically defined activities
A Remission is the cancellation if a charge, or part of a charge which would normally be payable

1. **RESIDENTIAL SCHOOL VISITS**

   We are permitted to charge for the cost of board and lodgings during overnight school trips, but the charge will not be more than the accommodation actually costs. Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging and should contact the school for further information. The list of benefits to which this applies can be found here.

2. **MUSIC TUITION**

   We are permitted to charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. The charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

   We are not permitted to charge:

   - If the teaching is an essential part of the National Curriculum
   - If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
   - Any pupil who is looked after by a local authority.

3. **EXAMINATIONS**

   No charge will be made for entering pupils for public examinations that are included in the set list of Prescribed Public Examinations. However, an examination entry fee is permitted to be charged if

   - the pupil wasn't prepared for the examination at the school

- the examination isn't on the National Curriculum, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the Board of Directors originally paid or agreed to pay the entry fee

We are also permitted to charge for

- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school

4. BREAKAGES AND REPLACEMENTS

We may charge for breakages and replacements as a result of damage caused wilfully or negligently by pupils or their parents. We will only charge the replacement cost to purchase the same or equivalent item. We will consider waiving the charge in exceptional circumstances e.g. financial hardship.

5. EXTRA-CURRICULAR ACTIVITIES AND SCHOOL CLUBS

We are permitted to charge for extra-curricular activities and school clubs. The costs per pupil will not exceed that actual cost of providing the activity, divided equally by the number of pupils participating.

REMISSIONS

In some circumstances, we may not charge for items and activities set out in sections 2 to 5 of this policy. This is at the discretion of the Head Teacher. Parents, particularly those in receipt of the benefits listed in section 1, should contact the school for further information.

VOLUNTARY CONTRIBUTIONS

There will be some trips or activities which we cannot charge for but which we consider would be beneficial to the pupils and we are permitted to ask parents for a voluntary contribution towards the cost of

- any activity which takes place during school hours, including towards the transport provided in connection with an educational visit
- school equipment

The contribution is completely voluntary, and no pupil will be treated differently according to whether or not their parents have made any contribution to the cost. If an activity cannot be funded without voluntary contributions, we will make this clear to parents from the outset. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we will cancel the activity.