



Charging & Remissions

Panshanger Primary School

Date of issue: May 2026

Review Frequency: 2 years

Date of review: May 2028

The Governors of Panshanger Primary School:

- recognise the valuable contribution that additional activities can make towards a child's personal and social education.
- confirm their support for the principles on charging and remissions enshrined in the Education Act 1996.
- Take advice from 'Charging for school activities - Departmental advice for governing bodies, school leaders, school staff and local authorities - May 2018'
- accept the guidance on, and adopt as appropriate Hertfordshire County Council's Section 11 Charging & Remissions Policy.
- approve of the school inviting voluntary contributions from parents for activities taking place within school hours and for essential equipment and materials, within the provisions of the Act.
- accept that no pupil may be excluded from an activity or use of equipment or materials on grounds that parents are unwilling or unable to make a voluntary contribution.
- confirm that the Head may curtail or cancel an activity if there are not enough voluntary contributions to make the activity possible and there is no economic way to make up the shortfall.
- approve of charging for "optional extras" at full cost; but in the case of parents in receipt of certain benefits as set out in the Act, charges will exclude board and lodging for activities taking place mainly in school hours, and also other fees where the education provided is part of the National Curriculum or the syllabus for religious education.
- will review this policy regularly in the light of experience and circumstances.

The Charging Policy

The Authority's policy is to charge for the following areas of activity as permitted under the Education Act 1996:

- board and lodging on residential visits
- costs associated with individual tuition in playing a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum
- optional extra activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination, and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education, participation in any such activities to be on the basis of parental choice and a willingness to meet such charges as are made
- the cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours
- the cost of re-sits of prescribed public examinations where no further preparation has been provided by the school
- the cost of entering a pupil for a second public examination when preparation by the school enables the pupil to take more than one examination
- the cost of any scrutiny of examination results if so requested by parents
- the cost in cash or in kind of ingredients and materials needed for practical subjects such as home economics and craft, design and technology, if parents have indicated in advance a wish to own the finished product.

The Remissions Policy

The charge for the board and lodging costs of a residential visit, where the education on that visit must otherwise be provided free, will be remitted in the case of pupils whose parents or guardians are in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Working Families' Tax Credit
- Disabled Person's Tax Credit

For example, if the activity takes place wholly or mainly in school hours, and/or is provided as part of the syllabus for a prescribed public examination, or is required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

The Authority operates a remission policy in relation to individual tuition in playing a musical instrument. Details of the current scheme are available from Hertfordshire Music Service on 01582 830380/81.

HERTFORDSHIRE COUNTY COUNCIL

GUIDANCE NOTES ON CHARGING AND REMISSIONS

11.12 Charging and Remissions

The Education Act 1996 set out the law on charging in all schools maintained by local education authorities.

The objectives of the charging provisions in the Act are:

- to maintain the right to free school education
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' or guardians' ability or willingness to help to meet the cost
- to give local education authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, while emphasising that there is no statutory requirement to charge for any form of education or related activity
- to confirm the right of local education authorities and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

Local education authorities and the Governing Bodies of schools are required to draw up, and keep under review, their policies in respect of charges and remission arrangements. The statement of policies in Appendix C to this Section sets out the current policies of Hertfordshire County Council.

The charging and remissions policies adopted by school Governing Bodies may be more or less generous than the policies of the Authority, provided they meet the requirements of the law.

11.12.1 Voluntary contributions

The Governing Body may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours, including non-curriculum activities
- school equipment
- school funds generally

The contribution must be genuinely voluntary and the pupils of parents or guardians who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it must be cancelled.

11.12.2 Residential trips

The Governing Body may charge parents for board and lodging costs for residential trips, except for parents who receive:

- Income Support
- Income-based Jobseeker's Allowance
- Working Families' Tax Credit
- Disabled Person's Tax Credit

These parents or guardians may have the cost of board and lodging remitted to them if the trip takes place mainly in school hours.

Fees for residential trips outside of school hours may not be charged to such parents or guardians where the education provided during the trip forms part of the syllabus for a prescribed public examination or is a part of the National Curriculum or the syllabus for religious education.

The Hertfordshire Educational Foundation is a small registered charity that may be able to support pupils taking part in educational visits arranged by schools. See contacts list for this Section for information about the grant application process.

11.12.3 Instrumental music lessons

A charge may be made for instrumental music tuition whether in or out of school hours, unless the tuition forms part of the syllabus for a prescribed public examination, or is part of the National Curriculum or the syllabus for religious education. The Authority operates a remission policy in relation to fees for individual instrumental or vocal tuition. Details of the current scheme are available from the contacts shown on the contacts list for this Section.

11.12.4 Public examinations

Generally, no charges may be made for entering pupils for a prescribed public examination. However, an examination fee may be charged under the circumstances set out in the Authority's Charging and Remissions Policy. See Appendix C to this Section.

11.12.5 Transportation costs

Any transport provided within school hours by the Authority or a school to carry pupils between a school and any other places where education is to be provided by the Authority or school must be provided free of charge. In the case of work experience, however, parents may be asked to meet the cost of travel.