

Bushey Heath Primary School

Charging & Remission Policy

A vibrant school inspiring children to realise their potential

Statement of Intent

Bushey Heath Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

1. Charging for Education

The school will not charge for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- Certain early years provision.
- Use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

2. Optional Extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not part of the national curriculum.
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils, e.g. breakfast or out-of-school provision.

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra.
- Buildings and accommodation.
- Non-teaching staff (including TAs).
- Teaching staff under contracts for services purely to provide an optional extra.
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra.

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

3. Voluntary Contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

4. Music Tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

5. Residential Visits

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents can apply for remission from residential visit costs if they can prove that they are in receipt of one or more of the following benefits see Appendix A for form:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive).

6. Damaged or Lost Items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents.

7. Remissions

To enable parents in financial difficulty to send their children on visits and activities requests can be made to the school for help. Assistance may be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190.
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive).

To request assistance, parents should use the form in Appendix A which are available from the School Office admin@busheyheathjm.herts.sch.uk

8. School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

STATUTORY

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given when costings show a surplus of 5% or £5.00/pupil (whichever is greater).

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Please complete the Remission Application Form – Trips and Activities via the below link:

https://forms.office.com/Pages/ResponsePage.aspx?id=VQN8c7zHaUC1MHwEee0Ohb-0oZF_FK5Fgho5_yzTkShUMDFQV0kwU1dZWjRGTTdDWklISEZRRUdMSy4u

Date Policy Reviewed/Amended:	July 2025
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
Review Date:	July 2026
Reviewed by:	Full Governing Body

Hertfordshire Educational Foundation

[C/O CHILDREN, SCHOOLS & FAMILIES, COUNTY HALL, HERTFORD SG13 8DF](#)
[\(hertfordshire.gov.uk\)](http://hertfordshire.gov.uk)

APPENDIX A

Remission Application Form – Trips and Activities

Parent Details	
Name	
Address	
Telephone number	

Pupil Details	
Include the details of all children who are in full time education who you wish to apply for remission for the activity.	
Name(s)	
Address(s)	
Year group(s)	
Class teacher(s)	

Activity/trip details	
Name of activity/trip	
Date(s)	
Please state the reason you are eligible for remission, including any supporting evidence you have provided with this form.	

Agreement	
By signing this form, you are applying for the remission of charges for the educational activity/trip detailed above. You are also agreeing that the information provided is accurate and up-to-date. Any changes which may impact the stipulations within this form will be communicated to the SBM as soon as possible.	
Name of parent	
Signature	
Date	

Remission Receipt	
[School use only]	
Has application for remission been successful?	
Please outline an explanation for your decision.	
Name of SBM	
Signature	
Date	
Name of Headteacher	
Signature	
Date	