



Northaw CE Primary

Charging & Remissions

Date Approved: 8th September 2025

Review Date: September 2026

Policies are approved and ratified by the Full Governing Body and the approval of policies are recorded within the minutes of the meetings.



Loving for today,
Learning for tomorrow,
Forever in faith.

Our School vision is based on Christian scripture from the bible and underpins our commitment to ensure that every member of the school community is able to thrive and develop. All the policies of Northaw Church of England Primary School reflect the Christian vision, aims and values of the school.

NORTHAW CE PRIMARY SCHOOL
AND EXTENDED SCHOOL
CHARGING POLICY



(Based on the guidance provided in the 'Governors' Guide to the Law')

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

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

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the School cannot charge for the educational or travel elements.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support
- Income-based Jobseekers 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 (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school. Mrs Hannah Harris deals with Music tuition charges at Northaw CE Primary School separately. Parents will not be given refunds for missed music tuition unless the music teacher has been unable to attend the lesson, in which case the lesson will be credited.

Refunds

Parents whose children do not take part in a particular activity for which they have been charged or given a voluntary contribution may request a refund. Deposits for residential trips are non-refundable.

School Meals

Northaw School operates a zero debt approach to school meals – all should be paid for half termly in advance.

Lost Library Books

The School will charge for every lost library book. The charge will be actioned following two reminders to return the book.