



Khalsa
VA Primary School

Charging and Remissions policy

Policy last reviewed by the FGB	October 2025
Policy last reviewed and ratified by the FGB	October 2025
Policy / Document due for review	October 2026

Khalsa Primary School - Southall

Charging and Remissions Policy

Introduction

The law governing what charges can be made by schools is contained within the Education Act 1996. This policy has been developed in compliance with that law and advice published by the Department for Education.

Definitions

The following definitions apply to this policy:

A “**parent**” means a natural or adoptive parent of a pupil (irrespective of whether they are separated, have contact with or have parental responsibility for the pupil) as well as non-parents who have care of or parental responsibility for a pupil.

An “**educational**” activity or residential trip means one which takes place wholly or mainly during school hours, or one which takes place wholly or mainly outside school hours but is provided as part of a prescribed public examination, the national curriculum or statutory religious education.

A “**non-educational**” activity or residential trip means one which takes place wholly or mainly outside school hours which is not provided as part of a prescribed public examination, the national curriculum or statutory religious education.

A “**residential trip**” means a trip which includes staying in accommodation overnight. In order to determine whether a non-residential activity will take place “**mainly**” during school hours, the total number of hours the pupils will be on the trip (including travelling) will be calculated, and if 50% or more of the time spent on the trip will take place during school hours (not including the lunch break), the activity will be deemed to take place mainly during school hours.

In order to determine whether a residential trip will take place “**mainly**” during school hours, the total number of half days (or part thereof) from 12.00 noon and midnight will be calculated, as well as the number of school sessions (morning or afternoon) the trip encompasses. If the number of school sessions is 50% or more of the total number of half days, the trip will be deemed to take place mainly during school hours.

The “**cost**” of an activity or trip means the actual cost to the school on a proportionate basis per pupil, with no enhancement to generate a profit and no subsidy for pupils who are eligible for remission or for whom a voluntary payment has been received. Where the school has had to hire a minibus, the cost will be calculated to cover the cost of fuel for that activity or residential trip, together with a proportionate amount to cover the annual maintenance costs, insurance and the cost of a Section 19 permit.

“**Remission**” is when the school pays the cost or part of the cost of an activity or residential trip for a pupil or pupils.

Compulsory Charges

A compulsory charge is a charge made by the school which must be paid by parents if they wish their child to be included on the activity or residential trip to which the charge relates.

The school will make a compulsory charge for:

1. The cost of non-educational activities and residential trips including (but not limited to) transport to and from the venue, use of the venue, personnel provided by the venue, activities, tickets and entry fees, and board and lodging.

2. The cost of board and lodging on educational residential trips, subject to statutory remission (see below for further details).
3. The cost of ingredients, materials, equipment, etc., needed for practical subjects such as technology or food and nutrition where the parents of pupils have indicated in advance a wish their child to own or consume the finished product. Alternatively, parents may be asked to provide the ingredients, materials, equipment, etc., themselves.
4. The cost of the repair or replacement of any property belonging to the school or a third party (including premises, furniture, equipment, books or materials) which is willfully damaged, neglected or lost by a pupil.
5. Printing and photocopying charges incurred by the school at the request of parents.

Compulsory charges paid by parents will only be refunded following cancellation by parents to the extent that they can be recovered by the school from the activity or residential trip provider.

Voluntary Payments

A voluntary payment is a payment requested from parents for the cost of an educational activity, or the remaining cost of an educational residential trip after a compulsory charge for the cost of board and lodging has been made. Parents are under no obligation to make a voluntary payment, and their child will not be excluded from the activity or residential trip if a voluntary payment is not received and they indicate that they still want their child to be included on the activity or residential trip.

Parents should, however, be aware that if insufficient voluntary payments are received to cover the cost of an activity or residential visit in full, it is highly likely that it will have to be cancelled. This will be made clear in the letter sent to parents setting out the costs involved.

Voluntary payments received from parents will only be refunded following cancellation by parents to the extent that they can be recovered by the school from the activity or residential trip provider.

Where the cost of an educational residential trip will be covered by a combination of a compulsory charge for board and lodging and voluntary payments for remaining costs, and parents are allowed to make payments by instalments, these payments will be allocated firstly to compulsory charges and then to the remaining costs.

Remission for 'Board and Lodging' on Educational Residential Trips

The law provides a right of remission for the compulsory charge made for the cost of board and lodging on educational residential trips only, which applies where the pupil is eligible for free school meals. Where remission applies, the school will be required to fund the cost of board and lodging itself. For the avoidance of doubt, remission is not normally available for the remaining costs of the educational residential trip, for which voluntary payments will be requested to enable it to go ahead. Remission is not normally available for the cost of board and lodging on non-educational residential trips.

Letters notifying Parents of Activities and Residential Visits

A letter will be sent to parents confirming whether the activity or residential trip is educational or non-educational, as defined above.

The letter will include a sentence highlighting the availability of the standard terms from this policy (Annex 1). The letter will also set out the itemised cost of the activity or residential trip, and the compulsory and/or voluntary payments involved.

Where the school is able to accept payments in instalments, these will be set out in the letter, with confirmation of the order in which payments will be allocated to the costs involved. The reply slip at

the end of the letter will have a tear-off reply slip with a tick box to confirm that parents accept the standard terms as set out on the school website.

School Meals

ISS provide a cooked lunch for the pupils every day. There are two different dishes to choose from each day, served with a range of salad and a pudding. The menu changes over a three-week cycle. The cost of school meals is £2.35 per day, £11.75 for the whole week. Any price increases will be notified to pupils and parents in advance.

All payments are to be made either online, or by telephone. To pay online, parents set up their account using the website: <https://www.feedinghungryminds.co.uk/> To pay by telephone, parents should ring ISS on 01924 792334. If your child is absent from school, please remember to call ISS to inform them.

Pupils may be eligible for free school meals. For further information, parents should access their local authority's website.

School Uniform Grants

The school maintains a small discretionary School Uniform Fund designed to help and support parents who face financial difficulty in meeting the cost of purchasing branded items of school uniform. Parents may apply for a grant where the following eligibility criteria are fulfilled:

- The parents are in receipt of out-of-work means tested state benefits.

The level of support the school can offer is entirely dependent on the total funding received from the Education Funding Agency ("EFA") and the number of applications for grants received.

Receipt of a uniform grant under the scheme is not guaranteed in any academic year, and the level of grants awarded may vary depending upon the size of the fund.

Ad Hoc Headteacher Grants

The Headteacher may, in exceptional circumstances, provide small discretionary grant subsidies. The number, if any, and level of subsidies awarded will be dependent on the amount in the Headteacher's fund and will have regard to equalities considerations.

ANNEX 1

Charges/Payments for Activities and Residential Trip

		Compulsory charge	Voluntary payment	Statutory remission
Educational	Transport		√	
	Venue		√	
	Activities		√	
	Other		√	
	Board and lodging	√		√
Non-educational	Transport	√		
	Venue	√		
	Activities	√		
	Other	√		
	Board and lodging	√		