



THE FEDERATION OF LITTLE HALLINGBURY, ST MARY'S HATFIELD BROAD OAK AND WHITE NOTLEY PRIMARY SCHOOLS

Charging and Remissions Policy

Reviewed:	Spring 2026
Adopted on:	26 th January 2026
Adopted by:	FP&P
Signed by the Chair of Governors	

In accordance with the DFE's policy *Charging for School Activities*, The Federation of Little Hallingbury, St Mary's Hatfield Broad Oak and White Notley Primary Schools have established this policy to clearly highlight the areas of a child's education where charges cannot be made to parents and carers.

Areas exempt from charges

No charge will be made for materials used and excursions made in school time which are an integral part of the curriculum, particularly:

- Education provided during school hours (inc. transport and other necessary costs)
- Supply of any materials, books, instruments or other equipment
- Education provided outside of school hours if considered to be an essential element
- Instrumental tuition for pupils learning individually or in a group unless provided at the request of parents

Where charges can be made

While the DFE suggests several areas where charges can be made, we endeavour to ensure these costs are kept to a minimum as much as possible. In agreement with the Governing Body, we have chosen to make charges in the following circumstances for activities organised by the school:

- Any materials or equipment the parent wishes their child to own
- Music tuition, when requested by the parent(s), and instrument loan
- Residential or day trips (eg board and lodging, entrance costs, transport)
- Club activities outside of school hours (eg breakfast club, sports clubs)

Voluntary Contributions

In many cases during the year, additional activities are subsidised by the PTA and other school funds. However, the Governing Body have agreed that parents may be asked to make voluntary contributions to the costs of school visits in order that they may still take place. From time to time, parents may receive requests for a voluntary donation to cover the cost of materials used in Design and Technology projects, or other subject areas. At no time will there be an expectation for parents to make these contributions.

Remissions

Where the school is in receipt of pupil premium funding for a child, the Governing Body will remit the cost of board and lodging, less the initial deposit, for any residential activity organised by the school for the child.

Those parents unable to afford payments can apply for financial assistance for curricular activities in accordance with the Local Authority's policy.

Full details are in the DFE's *Charging for School Activities*, available at www.gov.uk