

An amazing place to learn!

from nursery to Year 6!

'When I visited Captain Shaw's, it just lifted me off my feet and nourished my heart. The students, young as they are, are sharp, inquisitive, familiar with current issues, full of optimism and keen to engage and make a difference. Thanks for a truly visionary, encouraging and informative visit.'

Pushpanath Krishnamurthy
International campaigner for Fairtrade and Climate Justice

'Oh my goodness! I am still buzzing from the amazing day we had with you and your wonderful school! I love the way you have designed your curriculum so that every lesson has a purpose and is part of an immersive experience, rather than just learning things in isolation.'

Gaye Holmes - Senior Presenter, Imoves



'The **conduct** of pupils at this school is **exemplary**. They demonstrate **warmth and kindness** towards each other. Pupils enjoy **respectful relationships** with the adults at school who care deeply for them.'

'Pupils respond well to the **high aspirations** that the school has of their achievement.'

'Pupils demonstrate a **high level of motivation** towards their learning. They **work exceptionally well together**. They are **well prepared** for each stage of their education.'

Ofsted



CAPTAIN SHAW'S C OF E PRIMARY SCHOOL

Charging & Remissions Policy 2026-29

Participation should not depend unnecessarily on a child's financial circumstances.

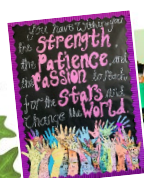
Our Approach

At Captain Shaw's, we want every child to be able to participate fully in the educational and wider opportunities offered by the school. A family's financial circumstances should not create an unnecessary barrier to belonging, participation or enrichment.

We will comply with the law on charging for school activities, be clear with families about when a payment is a charge and when it is a voluntary contribution, and use remissions, school funding and other available funding appropriately to help remove financial barriers.

This reflects our vision of Serving the Common Good: seeking what is best for everyone, with particular attention to those who may otherwise be at risk of missing out.

Policy owner	Headteacher
Reviewed by	Finance, Resources & Premises Governors
Approval / ratification	Full Governing Board
Policy period	2026-29
Operational review	Annually, with formal review by Summer 2029 or earlier if legislation, statutory guidance or school arrangements change.
Website	Published on the school website in accordance with maintained-school publication requirements.



Serving the Common Good:

Seek what is best for everyone, beginning with the last, the least, the lost, the most vulnerable and the most forgotten.

1. Aims

This policy explains when Captain Shaw's C of E Primary School may and may not charge for activities, when voluntary contributions may be requested, and how remissions may be used to remove financial barriers.

- Have clear, lawful and transparent arrangements for charging and remissions.
- Ensure parents and carers understand whether a requested payment is a charge or a voluntary contribution.
- Protect pupils from being excluded from an activity because a parent or carer is unwilling or unable to make a voluntary contribution.
- Use remissions and available funding sensitively so that financial disadvantage does not create an unnecessary barrier to participation.
- Apply the policy consistently while allowing appropriate discretion in individual cases of financial hardship.

2. Legislation and guidance

This policy is based on the Education Act 1996, particularly sections 449-462, and current Department for Education guidance on charging for school activities. It should be read alongside relevant funding conditions and school policies where additional funding is used to support participation.

The governing board is responsible for ensuring that the school has a charging and remissions policy and that charges and remissions are made in accordance with the law.

3. Definitions

- Charge: a compulsory fee that may lawfully be required for a specifically defined activity or item.
- Voluntary contribution: a payment that parents or carers may be invited to make, but which they are under no obligation to pay.
- Remission: the full or partial cancellation of a charge that would otherwise be payable.
- Optional extra: education or an activity for which a charge may lawfully be made under the Education Act 1996 and associated guidance.

4. Roles and responsibilities

4.1 Governing Board

- approve and periodically review this policy;
- maintain strategic oversight of charging and remissions;
- ensure that the policy supports the school's legal duties and inclusive ethos.

4.2 Headteacher

- ensure that staff understand and apply this policy consistently;
- determine charges for school activities within the framework of this policy;
- exercise discretion over remissions and financial-hardship support sensitively and confidentially;
- ensure that communications with parents clearly distinguish charges from voluntary contributions;
- monitor the impact of charging arrangements on pupil participation.

4.3 Staff

- follow this policy when planning activities and communicating costs;
- seek advice from the Headteacher where they are unsure whether a charge may lawfully be made;
- avoid discussing individual family financial circumstances publicly or with pupils.

4.4 Parents and carers

Parents and carers are encouraged to contact the Headteacher or school office confidentially if a charge or requested contribution may create a financial difficulty, or if they have any questions about how this policy applies.

5. Where charges cannot be made

5.1 Education

The school will not charge for:

- admission applications;
- education provided during school hours, including the supply of materials, books, instruments or other equipment needed for that education;
- education provided outside school hours where it is part of the National Curriculum, part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or religious education;
- instrumental or vocal tuition where charging is prohibited by law or current guidance;
- entry for a prescribed public examination where the pupil has been prepared for it at the school;
- an examination re-sit where the pupil is being prepared for the re-sit at the school.

5.2 Transport

The school will not charge for transport where charging is prohibited by law, including:

- transporting a registered pupil to or from school where the local authority has a statutory duty to provide transport;
- transporting registered pupils to other premises where the governing board or local authority has arranged for them to be educated;
- transport that enables a pupil to meet an examination requirement where the pupil has been prepared for that examination at the school;
- transport provided in connection with an educational visit where the law prevents a charge.

5.3 Residential visits

The school will not charge for the education provided on a residential visit that takes place during school hours. Nor will it charge for education provided outside school hours where the education is part of the National Curriculum, a prescribed examination syllabus for which the pupil is being prepared at school, or religious education.

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

6. Where charges can be made

6.1 Education and items pupils keep

A charge may be made for materials, books, instruments or equipment where a parent or carer wishes their child to own the finished item or resource, provided the charge is lawful and parents are informed in advance.

The school may also charge for optional extras, music tuition in the circumstances permitted by law, certain early years provision, and community facilities where applicable.

6.2 Optional extras

Charges may be made for lawful optional extras, which can include:

- education provided outside school hours that is not part of the National Curriculum, a prescribed public examination syllabus for which the pupil is being prepared at school, or religious education;
- examination entry fees where the pupil has not been prepared for the examination at the school;
- transport where the law permits a charge;
- board and lodging on residential visits;
- extended-day services and optional activities, including some after-school provision.

Where a charge is made for an optional extra, it will not exceed the actual cost of providing that activity to the participating pupils. The school will not build into the charge an element intended to subsidise pupils whose parents are unable or unwilling to pay.

Parental agreement will be obtained before providing an optional extra for which a compulsory charge is to be made.

6.3 Music tuition

The school may charge for individual or group vocal or instrumental tuition where it is provided at the request of a pupil's parent and charging is permitted by law. Any charge will not exceed the cost of the provision.

The school will not charge where tuition is an essential part of the National Curriculum, where another statutory exemption applies, or where current legislation or guidance prohibits a charge, including relevant provision for looked-after children.

6.4 Residential visits

The school may charge for board and lodging on a residential visit, but the charge will not exceed the actual cost. Statutory remissions apply to eligible families, as set out in section 9.

7. Voluntary contributions

The school may ask parents and carers for voluntary contributions towards activities or visits that would otherwise be difficult to provide, including school trips, sports activities and activities associated with residential visits.

Where a contribution is voluntary:

- communications will clearly state that the contribution is voluntary;
- there is no obligation to contribute;
- no pupil will be excluded or treated differently because their parent or carer is unwilling or unable to contribute;
- no pressure will be placed on pupils to secure payment from their families;
- if insufficient voluntary contributions are received, the school may need to amend, postpone or cancel an activity if it cannot reasonably be funded from another source.

8. School-specific charging arrangements

8.1 Breakfast Club

Breakfast Club is provided free of charge to pupils. This reflects the school's inclusive approach and its commitment to reducing barriers to participation and supporting children and families.

8.2 After-school enrichment clubs

The school may make a modest charge towards the cost of optional after-school enrichment clubs. Current charges will be communicated to parents and carers in advance through the school's usual communication channels.

The school deliberately keeps these charges low in order to support broad participation. Where the charge would create a barrier for a pupil, parents and carers are encouraged to speak confidentially with the Headteacher so that remission or other appropriate support can be considered.

8.3 Educational visits and enrichment

For curriculum activities during the school day, the school will comply with the prohibition on compulsory charging. Where additional enrichment depends on voluntary contributions, the arrangements in section 7 apply.

The school may use appropriate school funding, grants or other eligible funding streams to support access to trips, residential experiences, clubs or enrichment where this is consistent with the conditions attached to that funding.

9. Remissions and support with costs

9.1 General principle

The school does not want financial hardship to prevent a pupil from participating in an opportunity that would benefit their education, personal development or wider inclusion.

The Headteacher may wholly or partly remit a charge where financial circumstances might otherwise prevent a pupil from participating. Decisions will be made sensitively and confidentially, taking account of the individual circumstances, the nature of the activity and the funding available to the school.

Families do not need to wait until a difficulty becomes acute before contacting the school. A confidential conversation with the Headteacher or school office can be used to explore what support may be available.

9.2 Pupil Premium and other targeted funding

Where permitted by the relevant funding conditions and where it supports an identified pupil need, the school may use Pupil Premium or other appropriate targeted funding to remove financial barriers to participation. This may include support towards educational visits, residential experiences, clubs or other enrichment opportunities.

Use of targeted funding will be based on educational need and intended impact rather than operating as an automatic individual entitlement to a particular cash amount or activity.

9.3 Residential board and lodging

Parents and carers who meet the statutory eligibility criteria in force at the time of the visit will be entitled to remission of the charge for board and lodging on qualifying residential visits.

Rather than reproducing benefit thresholds that may change during the life of this policy, the school will apply the current statutory criteria and Department for Education guidance at the time the visit is arranged. The school office will provide details to families on request.

The school may also consider additional remission in exceptional circumstances where financial hardship would otherwise mean that a pupil misses a residential opportunity, subject to available funding and the Headteacher's discretion.

10. Equality, SEND and confidentiality

Charging and remission decisions will be made in accordance with the Equality Act 2010 and the school's wider inclusion duties. The school will consider whether a charging arrangement creates a particular barrier for a disabled pupil, a pupil with SEND, a disadvantaged pupil or another pupil whose circumstances require individual consideration.

Financial circumstances and remission decisions are confidential. The school will not identify pupils publicly as receiving financial support, and pupils will not be expected to explain or justify family financial circumstances to staff or peers.

11. Communication with families

When requesting payment, the school will make clear:

- what the activity or item is;
- whether the payment is a compulsory charge or a voluntary contribution;
- the amount requested and, where relevant, what it covers;
- whether remission or financial support may be available;
- who parents and carers can contact confidentially if they have questions or need support.

12. Monitoring and review

The Headteacher will monitor charges and remissions to ensure that they comply with this policy and do not create avoidable barriers to pupil participation.

The Governing Board will maintain strategic oversight. The policy will be considered operationally each year and formally reviewed by Summer 2029, or sooner if legislation, Department for Education guidance, school charging arrangements or relevant funding rules change.

13. Links with other school documents

- Pupil Premium Strategy Statement
- SEND Policy and SEND Information Report
- Equality Information and Objectives
- Accessibility Plan
- Educational Visits procedures
- Finance procedures and relevant funding conditions

Appendix 1: Quick guide for families

Type of payment	What it means	Captain Shaw's approach
Compulsory charge	A payment the school is legally permitted to require.	We will tell you clearly in advance when a payment is a charge and what it covers.
Voluntary contribution	You may choose whether to contribute.	No child will be excluded or treated differently because their family does not contribute.
Remission	Some or all of a charge is waived.	We use remissions sensitively where financial circumstances might otherwise prevent participation.
Breakfast Club	School extended-day provision.	Free of charge to pupils.
After-school enrichment clubs	Optional extended-day activities.	Kept at a modest cost. Current charges are communicated in advance, and support may be considered where cost is a barrier.
Residential visits	Education is not charged for where prohibited by law; board and lodging may be chargeable.	Statutory remissions are applied to eligible families and additional hardship support may be considered.

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Approved by Full Governing Board	Autumn 2026
Chair of Governors	Helen Webber
Date	Autumn 2026