



## Hounslow Town Primary School Charging and Remissions Policy 2025/2026

<b>Approved by:</b>	F.Rowswell	<b>Date:</b> November 2025
<b>Last reviewed on:</b>	April 2024	
<b>Next review due by:</b>	November 2026	

### Charging and Remissions Policy

The governors of Hounslow Town Primary School are committed to ensuring that all pupils have access to a broad and enriching curriculum, including a wide range of activities and experiences. To support this aim, it may be necessary to request voluntary contributions or, in certain circumstances, apply charges for specific activities.

This policy follows the Department for Education guidance on charging for school activities (2018).

### General Principle

No charge can be made for education provided wholly or mainly during school hours if it forms part of the National Curriculum. For example, schools cannot levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums during school hours.

### Schools must not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit outside school hours if it is part of the National Curriculum.
- Supply teachers to cover for those who are absent from school while accompanying pupils on a residential trip.

### Schools may charge for:

- Materials, books, instruments, or equipment where parents wish their child to own them.
- Optional extras (see below).
- Music and vocal tuition in limited circumstances (see below).

## Optional Extras

Charges may be made for activities that are outside school hours and not part of the National Curriculum. Optional extras can include:

- Pupil travel costs.
- Board and lodging for residential visits.
- Materials, books, and other equipment.
- Non-teaching staff costs.
- Entrance fees to museums, theatres, or similar venues.
- Insurance costs.
- The cost of engaging a teacher employed by the school specifically for the activity under a separate contract.

Participation in optional extras will only take place with parental agreement.

## Music Tuition

Charges may be made for individual or small-group music and vocal tuition if the tuition is not part of the National Curriculum and is provided at the request of the parent.

## Remissions

Parents who are in receipt of certain benefits may be entitled to remission of charges for board and lodging on residential visits and other activities. Eligible benefits include:

- 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 Working Tax Credit is not also received and income does not exceed the threshold).
- Working Tax Credit run-on (paid for 4 weeks after qualifying ends).
- Universal Credit.

All discussions relating to financial circumstances will be treated confidentially.

## Voluntary Contributions

In order to assist with the funding of some activities, including swimming lessons, the Head Teacher or governing body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours.
- Any activity that takes place outside of school hours.
- School equipment.
- School funds generally.

There is no obligation to contribute, but substantial voluntary contributions are necessary for trips to go ahead. If insufficient contributions are received, the activity may be cancelled for all pupils.

### **Refund Policy**

Monies paid in advance are non-refundable where the school has committed funds to pay for the activity. Refunds will only be given at the Governors' discretion for exceptional circumstances.

If a child is unable to attend a trip due to bad behaviour, no refund will be made if funds have been committed by the school.

### **Residential Trips**

When any visit has been organised by the school where there may be a cost for board, lodging and travel, parents will be informed before the visit takes place. We will charge up to the full cost of board, lodging and travel on residential visits. The charge will not exceed the actual cost. A savings scheme will operate to allow parents to spread the cost over a longer period.

Parents who can prove they are in receipt of certain benefits may be exempt from paying some or all of the cost.

### **Instrumental Music Tuition**

A charge may be made for instrumental music tuition that is not required by the National Curriculum for individuals and small groups, unless the tuition forms part of the National Curriculum.

### **Charges for Finished Products**

We may make a charge to cover the costs of materials/ingredients for subjects such as Design or Food Technology where parents have indicated in advance that they would like their child to bring home the finished product.

### **Clothing**

Parents can be asked to provide their children with clothing such as PE kit, protective aprons and sports kit.

### **Study Letters**

A £5 charge will be payable for additional study letters, e.g., letters supporting visa applications. Families will be informed in advance if a charge applies.

### **Breakfast Club and Aftercare**

Breakfast Club and Aftercare are now outsourced to Skillz4Life. To book a place for your child, please click on the link below. When booking for the first time, you will need to create a new account. Once your account is set up, you can conveniently book your Breakfast Club and Aftercare sessions.

<https://skillz4life-sports-coaching.classforkids.io/>

### **Benefit Thresholds for Remissions**

Parents who are in receipt of certain benefits may be entitled to remission of charges for board and lodging on residential visits and other activities. In addition to the qualifying benefits already listed, the following income thresholds apply:

- Universal Credit: Household net earned income must be less than £7,400 per year (after tax and not including benefits) to qualify for Free School Meals under current rules.
- Child Tax Credit: Families qualify if annual gross income is no more than £16,190 and they are not entitled to Working Tax Credit.
- Upcoming Change: From September 2026, the £7,400 Universal Credit income cap will be removed, meaning all families on Universal Credit will qualify for Free School Meals regardless of income.

All discussions relating to financial circumstances will be treated confidentially.