



SAPIENTIA EDUCATION TRUST
SURLINGHAM PRIMARY SCHOOL
CHARGING AND REMISSIONS POLICY
FOR SEPTEMBER 2026

Document Control			
Document Author:	Victoria Bayliss		
Approval Body:	Governing Body	Date:	
		Date:	
Version Number:	4		
Version Issue Date:	11.07.26	Effective Date:	11.07.26
Review Frequency:	As per the Master Document List		
Method of Dissemination:	School Website		
For Use By:	All relevant school stakeholders, third parties, staff and students.		

Version History			
Version	Date	Author	Reason for change
1	24.09.23	Hannah Boag	Update
2	23.09.24	Victoria Bayliss	Update
3	15.09.25	Victoria Bayliss	Update
4	11.07.26	Jasmine Stedman	Review and update

Surlingham Primary School

Charges for School Activities

The governors of this school have decided to adopt the Norfolk County Council charging policy. Legislation allows schools to charge for certain activities, which take place both inside and outside, school hours.

Following the County Council's charging policy, these are the activities and materials for which parents will be charged:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Out of school activities which incur a per pupil cost such as entrance fees e.g. specific visits to a museum.
- School clubs excluding school led lunch time clubs.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home eg residential visits.

My Child At School (MCAS)

Our school uses the system of MCAS to collect all monies in relation to the below items. This is an app that parents can log into and pay money for the separate items.

School lunch

Families who are required to pay for lunch are required to do so using the MCAS system. Lunches must be selected and paid for 7 days in advance. Changes in selection will not be facilitated after this time. Daily, those who have no lunch selected are checked to ensure they have brought a packed lunch. If they have not parents will be called and required to bring one in. No lunch debt will be allowed however the school will never see a child go hungry and will do its upmost to ensure the child is fed.

Activities outside school hours

A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees,

insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school.

Voluntary Contributions

The school believes in giving pupils first hand experiences where possible. Throughout the year, groups of children will visit places of interest, such as museums as part of topic work that they are doing in school. This often involves the expense of transporting children to various sites of interest and an entry fee may also be incurred.

Under the Education Act, the school cannot charge parents for such trips out, but may ask for a voluntary contribution.

Many trips out will only take place, if they can be funded by voluntary contributions from parents. On these occasions, there is no obligation to contribute and pupils will not be treated differently according to whether or not their parents have made a voluntary contribution.

- If an activity cannot be funded without voluntary contributions this will be made clear to parents and carers at the outset.
- The Governing Body or head teacher must also make it clear to parents that there is no obligation to make any contribution.
- No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.
- The school must make it clear that if insufficient voluntary contributions are collected the activity must be cancelled.
- The school will make it clear at the outset what their policy is for allocating places on school visits.

Remission of charges

Parents are eligible for remission of charges if they are in receipt of:

- Income Support
- Working Families' Credit
- Disabled Person's Tax Credit
- Income Based Jobseeker's Allowance

Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Refunds Policy School Trips

Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled. If a trip has to be cancelled parental contributions will be refunded. If a child does not attend a trip due to illness, then no refund will be given.

If contributions to an activity exceed the total cost a refund will be given if excess is over £2 per child. Excess income less than £2 per child will be used to offset the cost of further trips.

Music Lessons

Refund for music lessons will only be made if the lesson is missed due to absence of the music teacher or closure of the school. Refunds will not be made if the child is ill or on holiday. These will be processed on the last Friday of each half term.

School Dinners

School dinners will be refunded if a child has missed lunch due to absence. Changes in selection from school meal to packed lunch/home lunch will not be refunded. Refunds will be processed weekly on a Friday.

Equal Opportunities:

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

Complaints in relation to our Charging Policy

Our Complaints Policy is available via our school website or on request from the school office.

This policy is based upon the following document:

DfE Charging for school activities

Departmental advice for governing bodies, school leaders, school staff and local authorities. May 2018.

This policy links to-

- Trips and Visits Procedure