



LEAP Federation Charging and Remissions Policy

This policy applies to all primary schools within LEAP Federation. It has been prepared in accordance with the Education Act 1996 and Department for Education (DfE) guidance on *Charging for School Activities*.

Introduction and Aims

The Governing Board recognises the valuable contribution that additional activities such as clubs, educational visits, residential experiences, and wraparound care can make to pupils' education and personal development. This policy sets out the circumstances in which LEAP Federation may make charges, invite voluntary contributions, and apply remissions.

Basic Principles

- No charge will be made for education provided during school hours.
- No child will be excluded from an activity because of an inability to pay.
- Any charges made will not exceed the actual cost of providing the activity.

Charging for Education

Education provided during school hours, including statutory assessments required by the National Curriculum, is provided free of charge. LEAP Federation will not charge for books, materials, equipment, or transport required to deliver the curriculum.

For nursery provision, charges may apply in line with statutory guidance for early years funding. Where children access funded early education entitlements, no charge will be made for the funded hours, resources, or activities delivered as part of that entitlement.



School Meals

- School meals are provided free of charge to all pupils in Reception to Year 6.
- Parents of Nursery pupils or children not eligible for universal free meals may be charged.
- Payments for charged meals must be made in advance.

Optional Extras

LEAP Federation may charge for optional extras that take place wholly or mainly outside school hours, are not part of the National Curriculum or Religious Education, and are provided at the request of parents. These may include clubs, enrichment activities, wraparound care, and the board and lodging element of residential visits.

Voluntary Contributions

Parents may be invited to make voluntary contributions towards the cost of educational visits or activities that take place during school hours. There is no obligation to contribute, and no child will be excluded from an activity if a contribution is not made. The level of voluntary contribution will not influence a child's participation. However, activities may be cancelled if insufficient voluntary contributions are received to cover costs.

Wraparound Care

Charges may be made for breakfast clubs, after-school clubs and extended childcare provision. Charges are reviewed annually and are set to cover costs only, not to generate profit.



Uniform

Parents are responsible for providing school uniforms. Charges may apply for branded items and replacements. Second-hand uniform may be offered where available.

Music Tuition

- Charges may apply for individual or small group music tuition requested by parents.
- No charge if tuition is part of the national curriculum or first-access KS2 programme.
- Charges will only cover actual costs.
- Pupils eligible for Free School Meals or who are Looked After may receive tuition free of charge.

Residential Visits

LEAP Federation may charge for board and lodging on residential visits. Remissions may apply for eligible families in line with statutory guidance.

Remissions

Remissions may be applied where families experience financial hardship or are in receipt of qualifying benefits. Decisions are made confidentially and on a case-by-case basis.

Monitoring and Review

This policy will be reviewed annually by the Governing Board.

Policy renewal date - 07/01/2028