



Charging and Remissions Policy

February 2025

Approved by Governors 11th February 2025

To be reviewed February 2026

Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

Roles and responsibilities

The Governing Body

The governing body has overall responsibility for approving the charges and remissions policy, but can delegate this to a committee.

The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Voluntary Contributions

When organising school activities, trips or visits which enrich the curriculum and the educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip or the school contributes towards the total costs in order to support the visit. If a trip goes ahead, each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums or art galleries
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- musical and creative arts events

Charges may be made for materials or ingredients required for practical subjects where parents/children will own the product.

Extra Curricular Activities

The school offers a range of additional activities after school. If a qualified coach/teacher, who is not a member of the school staff, runs and organises these sessions, we make a charge for this. If a member of staff leads sessions, there may be a small charge towards resources.

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education.

Charges may be made for the actual cost of board and lodging.

If we cannot raise sufficient funding through contributions, the visit may be cancelled and that aspects of the curriculum would have to be covered in other ways.

Due consideration will be taken in cases of hardship, if a parent approaches the school.

Transport

Where possible the Governing Board has agreed to cover the cost of transport to educational activities during the school day. However, in exceptional cases where charges are sought, it is to cover the cost of the transport and not to make a profit.

Music Tuition

All children study music as part of the National Curriculum. We do not charge for this.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We do not charge for this activity. We inform parents and carers when these lessons are to take place.

Damages and Losses

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

Remissions

The discretion to remit in whole or in part any charge, which may be made by the School, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the School needs.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the School needs.

Remissions may be made on a group or an individual pupil basis.

Deposits are non-refundable.

Monitoring and Review

This policy is monitored by the Governing Board and is reviewed annually.