



Policy Statement on Charging and Remissions

Last review: Spring 2022

This version - Spring 2026

Next Review: Spring 2027

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance and complements the school's policies.

Definition

The school day is defined as: morning, 8.55am – 12.10pm (12.00 for Key Stage 1) and afternoon, 1.10pm – 3.30pm. The midday break does not form part of the school day.

For Foundation F1 the school sessions are 9.00am – 12.00 noon and/or 12.00 noon to 3.00pm.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy as listed above.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials and equipment essential for the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is a necessary part of the National Curriculum or religious education we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips or special visitors.

In these circumstances no pupil will be prevented from participating because his/her parents or guardians cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional extra activities provided outside of the school day, for example, a football club or a theatre visit or Before/After School club (late pick-up charges apply; £1 per minute per child). Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Bookings will depend on payments being made, if a parent is in debt no further bookings will be made until the debt is cleared; there is a £5 admin charge applied monthly for any outstanding balances on schoolcomms.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, for entrance to museums etc, covering staff absent from school and for transport.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not pay. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are eligible for Pupil Premium.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible benefits

These are the same as those for Pupil Premium eligibility found on the Department for Education website.