



CHARGING AND REMISSIONS POLICY

Reviewed: Sept 2025

Next review: Sept 2026

The School Governing Body recognises the contribution that additional activities such as clubs, trips and residential visits make towards the broad and balanced personal and social education of pupils, and would wish to support and promote these in future.

The School Governing Body affirms its commitment to the right of every pupil to free education, but recognises that certain activities may be organised by the school either wholly or mainly outside school hours which are not required as part of the Nationally agreed syllabus and which may therefore be liable to a charge.

The School Governing Body would wish to inform parents that all activities included in this policy are regarded as educationally valuable and thus would ask parents to support them whether by direct charging or voluntary contribution.

The school day is from 8.55 am to 3.15 pm with a dinner break of 11.30 – 12.30 EYFS, 11.50 – 12.50 KS1, 12.10 – 1.10 LKS2 and 12.30- 1.30 UKS2.

CHARGING

A Non-Residential Activities

Where such an activity takes place wholly or mainly outside school hours then a charge may be made to meet the cost incurred, where this activity is not required in order to fulfil statutory duties relating to the National Curriculum or Religious Education. Many activities (clubs, sports etc) will continue, voluntarily supervised by members of staff, and will incur no charge.

Where such an activity takes place wholly or mainly during school hours then payments for such will be met by voluntary contributions from parents. No child would be excluded because of parents' inability or unwillingness to pay. However, if there is insufficient voluntary support then the school may decide that the activity will not take place.

2 Individual Music Tuition

The school reserves the right to charge parents for the cost of such tuition to individuals or groups of not more than four with respect to music, books, use of school instruments and tuition. Parents, of course, would agree to such charges before tuition begins.

3 Curriculum Activities

Where children are engaged in an activity which produces an end product (cookery, craft etc) then a charge may be made to parents for necessary materials where they have indicated in advance they wish to own the end product. Otherwise no charge will be made although parents may be asked to voluntarily contribute such materials or the cost of them.

4 Breakages/Damages/Loss

Where, as a result of a child's proven misbehaviour, breakages, damage or loss is made to school property or materials then an appropriate charge will be made to parents to make good such damage or loss. The school may also take appropriate disciplinary action.

B Residential Activities

A charge for board and lodging will always be made.

Other costs will be:

- a) on a voluntary basis if the trip is wholly or mainly during school time.
- b) on a charged basis if the trip is wholly or mainly outside school time.

The school reserves the right to cancel such trips if insufficient money is forthcoming.

REMISSION

The School Governing Body may remit the cost of board and lodging for residential activities to those parents or guardians who are in receipt of Free School Meals or Pupil Premium (Pupil Premium is you are on Free School Meals or have been in the last 6 years).

The discretion to remit in whole or in part any charge which may be made by the school, has been vested in the Headteacher, and would be based on the grounds of educational and/or financial considerations with regard to both the pupil and the school needs.

Parents should contact either Sylvan Cumberbatch (Family Liaison Lead); Joanne Goodwin (SBM) or the Headteacher, in confidence, if they wish to seek such remission.

C Charges may be made for other activities which are recognizably distinct from the curriculum where parents / guardian have indicated their agreement in advance.

D All other circumstances where money is requested (eg charities, collections, school shop, school photographs) will be regarded as being met by voluntary payments by parents.

This policy may be amended from time to time by the School Governing Body.

Parents will be informed of any such amendments.

You are advised to keep this policy safely for reference, because whenever you are notified of a school trip a copy of the policy will not be sent.