

Chipping Hill Primary School



Charging and Remissions Policy

Headteacher: Mrs A. Walker
Chair of Governors: Ms K. Butler

Chipping Hill Primary School 2025

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Date of policy: 01/09/2025

Date of review: 01/09/2026

Senior staff member responsible: Mrs Aimee Walker (HT).

This policy was drafted by the Headteacher then analysed, discussed and agreed by the Chair of Governors and teachers.

Charging & Remissions Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

Voluntary contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary.

If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. Once a decision has been made to continue an activity, no child will be discriminated against on the grounds of voluntary contributions.

If a child who has paid is absent on the day of the school trip, refund will only be given on any costs that can be avoided e.g. entrance fees that are paid on the day according to final numbers. Refunds will not be given on the cost of the coach or any other payments that cannot be recouped by the school.

Parents have the right to know how each trip is funded. The school provides this information on request.

Whenever possible, the school will give sufficient notice to allow parents/carers to pay by instalments.

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

- visits to museums
- sporting activities
- outdoor adventure activities
- visits to or by a theatre company
- school trips
- musical events
- transport

Charges

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 or travel expenses. However, we do make a charge to cover the costs of board and lodging.

Voluntary contributions will be asked for to cover the cost of the coach travel and other activities during the trip.

Pupils whose parents are in receipt of the following support benefits will, in addition to having free school lunch entitlement, also be entitled to a full remission or reduced charge:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,105 p.a.)
- Guaranteed element of the State Pension Credit

Swimming lessons

Swimming lessons are part of the National Curriculum for KS2 pupils. Parents will be asked for a voluntary contribution towards the cost of the lessons. Pupils whose

parents are in receipt of the above-mentioned benefits will be entitled to a full remission.

Optional activities outside school hours

We will charge for optional extra activities provided outside of the school day, for example, after school clubs run by external agencies, Wide Awake Club and the After School Club. We reserve the right to make a small charge for additional activities run by school staff after school and during lunch breaks.

Charges for finished products

The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Damage to property

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or replacing defaced, damaged or lost property where this is a result of pupil's inappropriate behaviour.

School dinners

School meals should not be more than one week in arrears. The school will seek payment at the end of the week for any dinners taken that have not been paid. Failure to clear any arrears after three weeks will result in the ability for school dinners being accessed removed.

Use of school facilities

External providers who wish to use school facilities such as the school hall or spare classroom will be charged for this service if it is not directly linked to the learning/support of the children. A standard charge of £50 per day will be served with an additional charge of £20 for refreshments. The opportunity to purchase lunch will be at the school discretion with cost based per head and linked to current staffing and food costs.

Optional extras

Activities can be charged for where the activity takes place outside school hours. These can include:

- Pupils' travel costs
- Board and lodging
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres, etc.
- Insurance costs
- The cost of engaging a teacher, who is already employed by the Authority, on a contract for service, as distinct from a contract of employment, specifically for the activity

Remissions

The Governing Body does not wish to see any child disadvantaged by their parent(s) or carers inability to pay. The Governing Body will remit all charges payable by parents and carers of a pupil in respect of board and lodging for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity parents will be invited to discuss in confidence the possibility for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher with due consideration for financial implications of such decisions.