

Policy: Charging and Remissions Policy
F&R approval: March 2025
Ratified FGB: March 2025
Review: March 2028

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Charging and Remission Policy

SCHOOL VISION

Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel **safe, happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, **inspire** others and experience personal **fulfilment**.
- the school provides facilities that enables our pupils to reach their potential in an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to **safeguard** all children.

'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

RATIONALE

To provide a framework for parents and carers for where charges may be requested, for school activities and school visits.

PROCEDURE

The provision of the 1988 ERA (Education Reform Act) and Education Act 1996, section 449-462 will be followed.

- As no charges can be made for educational activities that take place during school hours, parents will be invited to make a voluntary contribution towards the cost of any 'extra' activities such as educational visits or visitors.
- If the cost of the proposed activity is not met by voluntary contributions it may be cancelled.
- Charges may be made for activities that take place outside the school day.
- If there is family hardship and it is not possible to contribute to an activity, an application for partial or full remission of charges will be considered by the Headteacher.
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

Possible Charges	Outcome
Activities within the National Curriculum inside or outside of school hours	Parents are asked for a voluntary contribution if there is a one-off activity that exceeds a cost to the class of £30. Parents to be alerted in September, if possible, of upcoming costs that academic year (swimming etc).
Activities outside school hours not within the National Curriculum	Parents are required to meet the full cost, except children eligible for free school meals, where the cost may be supported from the School Fund account, by prior agreement with the Headteacher. The Headteacher may agree up to £200 before it goes to the Finance and Resource committee. If the income for each activity does not meet the overall cost, such activities may have to be cancelled. Some parents may be granted support under the pupil premium fund. This is discretionary by the Headteacher and viewed on individual circumstances.
Residential Visits in school time.	Parents are required to meet the full cost of the residential visit, except children eligible for free school meals, by prior agreement with the Headteacher up to £400 before it goes to the Finance and Resource committee. If the income for each activity does not meet the overall cost, such activities may have to be cancelled. Parents to be alerted in September, if possible, of upcoming costs that academic year (swimming etc).
Ingredients/materials for practical subjects	Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay the cost of this.
Individual Instrumental Music Tuition	Where the school provides a room for an 'outside' tutor, parents will be charged by their arrangement directly with the tutor. The school will support 'outside' tuition fees where parents receive a free school meals entitlement or they may be able to claim under the pupil premium fund.
Lost school equipment, books, etc	Parents may be requested to replace school equipment, books, etc. which have been lost by their child.
Breakages and damages to school buildings, furniture or property	Wilful damage to school buildings or property by a pupil may be charged to parents by the school.

Charges will normally be made for the following activities, 'optional extras':

OFF SITE

- Board and lodging on residential visits (except where parents are in receipt of Universal credit)
- Travel
- Entrance fees
- Insurance costs
- Costs of non-prescribed examinations and preparations for such examinations outside school areas.

ON SITE

The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extra') to meet the costs for

- Materials and equipment
- Support and teaching staff costs
- Insurance costs
- Costs of non-prescribed examinations and preparations for such examinations outside school areas

The school will ensure that no child will be excluded from attending an educational visit or taking part in an activity due to inability to pay.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Finance and Resource Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....