St Peter's CE Primary School

Charging and Remissions Policy

Date adopted by Governing Body: October 2026

Date to be reviewed: October 2027

ST PETER'S C.E. PRIMARY SCHOOL
CHARGING AND REMISSIONS POLICY

1 Introduction

Education provided by the school during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities including:

- any materials, books, instruments or equipment, where the child's parent wishes their child to own them;
- optional extras (see below); and
- music and vocal tuition, provided to individuals or small groups.

2 Aims and Objectives

The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

3 Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are**:

- education provided outside of school time that is not:

  a) part of the National Curriculum;

  b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

  c) part of religious education transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and

- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras, an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

4 Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers 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 or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

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;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events.

5 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 can charge for board and lodging but the charge must not exceed the actual cost. Parents in receipt of certain benefits are exempt from paying the cost of board and lodging. If we cannot raise sufficient funding through contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways. .

6 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We give parents and carers information about additional music tuition at the start of each academic year. Disadvantaged pupils are exempt from payment.

7 Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part. If we required we can ask for a voluntary contribution to the cost of transport to the swimming baths.

8 Additional clubs

The school does routinely offer additional activities after school run by members of staff. We do not currently charge pupils for this. If outside sports providers run clubs, then a charge is usually made.

9. Damaged or lost items

The school may charge pupils for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

10. Lettings

The Governors may agree to hire out the school premises to external organisations. In order to cover the running costs, a charge me be made. A list of charges is included in the Lettings Policy.