

Navigation Primary



Working together, learning together

Charging and Remissions Policy

Approved by:	FINANCE, PERSONNEL & FACILITIES COMMITTEE	Date: 11.11.25
Last Reviewed	12 th November 2024	
Next review due	AUTUMN 2026	

1. Introduction

The staff and governors of Navigation Primary School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This Charging and Remissions Policy sets out how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

2. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. Any children of parents who do not wish to contribute will not be treated any differently. Where there are insufficient contributions to make the activity viable, the activity will be cancelled. 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 or the school's PTA support costs in order to support the visit. Children who qualify for Pupil Premium funding may have the whole or part cost of trips funded from the Pupil Premium Grant. All parents have a right to know how each trip is funded and the school is happy to provide this information upon request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- outdoor adventure activities;
- visits to the theatre;
- visiting speakers / entertainers.

3. No charges will be made for:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
2. Education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.
3. Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
4. Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
5. Education provided on any trip that takes place outside school hours: a) if it is part of the National Curriculum, or b) part of the school's basic curriculum for religious education.
6. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

4. Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - (c) Part of religious education. (Note: This could include before and after school clubs run by the school).
- Transport, insurance, board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
 - Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
 - Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
 - Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

6. Other out-of-school activities

We provide opportunities for other out-of-school activities run by outside providers in, for example, sport, science, music and foreign languages for which a charge may be made. Sometimes the charge is levied directly by the outside provider, sometimes by the school.

7. Swimming

The school organises swimming lessons for children usually in year 3. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

8. Remission

8.1 Criteria for qualification for remission

Parents in receipt of:

- Income Support;
- Income-based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax credit provided that Working Tax Credit is also not received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the stated amount for that financial year.

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Head teacher or school business manager. The final decision with regard to assistance payments lies with the Head teacher.

8.2. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents can plan ahead.
- For more costly trips, we have established a system for parents to pay by instalments.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- Other parents do not subsidise children who make no contribution.
- Financial support for extracurricular trips should be sought at the beginning of each academic year from charitable associations.
- Funding made available should be used to subsidise or meet the full costs of a school trip for a child/children who would otherwise miss out on an important part of his/her education.
- No child shall be stopped from going on a school trip or event, for which a charge is made, because his/her parents are unable to meet the cost.

9. Refunds

Should a child be unable to take part in an activity organised by school for a genuine reason e.g. illness, the school will endeavour to refund the monies paid in their entirety. However, where monies have been paid towards a trip or residential, where the company implements a sliding scale for late withdrawal, the school will only be able to recover that amount as laid out in the terms and conditions supplied by the provider. Letters will inform parents when payments are non-refundable at the outset.

10. Equality of opportunity

Navigation Primary School is an inclusive school where all children are welcome, including those with protected characteristics as defined by section 4 of the Equality Act 2010. All of our trips and activities are planned sensitively to ensure that all children can access and none face discrimination.