

Guilden Sutton Church of England Primary School



'Love and Justice for All'

'And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.' Micah 6:8.

through the teachings of Jesus all can flourish spiritually, emotionally and academically throughout life, living out love and justice for all.

Charging and Remissions Policy

Staff member responsible	Mrs T. Rainford
Governor/Other responsible	Mr. D Hughes
Date of Policy	November 2025
Reviewed	Annually

1. 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 individual or group music tuition.

1. Definitions

For the purposes of this policy the following definitions will be used:

- **Charge:** a fee payable for specifically defined activities.
- **Remission:** the cancellation of a charge, partly or wholly, which would normally be payable.

2. Roles and responsibilities

The governing board will be responsible for:

- Reviewing and updating this policy.
- The management of the school's delegated finances.
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The Headteacher will be responsible for:

- Ensuring this policy is effectively implemented:
 - Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
 - Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
 - Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The SBM will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents, and that payment is received.

4. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

- The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions
- The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
 - visits to museums
 - baking
 - sporting activities which require transport expenses
 - outdoor adventure activities
 - visits to or by a theatre company
 - educational visits
 - musical events

5. Residential visits

- If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. This is with the exception of pupils whose parents are receiving: Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The Headteacher will inform all parents of the right to claim free board and lodging if they are receiving these benefits. If parents are experiencing financial difficulty, they are invited to contact the Headteacher in confidence.

6. School trip refunds

- All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.
- In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.
- In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

7. 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 group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. They make a charge for these lessons. If parents are experiencing financial difficulty, they are invited to contact the Headteacher in confidence. We give parents information about additional music tuition at the start of each academic year.

Any family in receipt of the pupil premium grant will not be charged for such music tuition.

8. Swimming

- The school organises swimming lessons for all children in Years 3, 4, 5 and 6. These take place in school time and are part of the National Curriculum. We make no charge for this activity but we do ask for a voluntary contribution from parents to cover the cost of transport. We inform parents when these lessons are to take place, and we ask parents to give consent via School Spider for their child to take part in swimming lessons.

9. Extracurricular activities

- The school offers additional activities before or after school on a number of occasions throughout the year. If the club is run by school staff then no charge is made unless a small charge is needed to cover the cost of purchasing materials e.g. ingredients. If a qualified coach, who is not a member of the school staff runs an after school club a charge will be made for these sessions and is paid directly to them.

10. Other monies handled by school.

Dinner Money

Charges for school meals follow the requirements of the Local Authority and a sum is paid from the school budget to Hutchisons to meet the costs of their services. Parents may pay weekly, monthly or termly for meals to be taken. When arrears occur then the school informs parents by electronic message of the amount owing and a request that this should be paid. The school will always take reasonable steps to settle the matter with a family as the wellbeing of the child will be a priority. In extreme circumstances, we reserve the right to no longer provide any further meals, to contact social services regarding a child's welfare and to refer the matter to the county legal department to issue a demand for payment.

Children in Reception class, Year 1 and Year 2 are entitled to free school meals as part of a government initiative.