



Park Street C of E Primary School



POLICY:

CHARGING & REMISSIONS

Date of approval:

FEBRUARY 2026

Date of review:

FEBRUARY 2027

Park Street Church of England VA Primary School and Nursery

In our school our Christian vision shapes all we do.

Flourish and
"Let your light shine."
Matthew 5:16

At Park Street, we are committed to creating a school community of happy and confident lifelong learners equipped with the skills and knowledge needed to FLOURISH and lead successful lives.

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Rationale

Park Street C of E Primary School and Nursery 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 policy describes how we will do our best to ensure 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.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which:

- Voluntary donations may be requested
- Charges will be made
- Charges will not be made
- Charges may be waived.

Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions, their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

Nothing in legislation prevents a school Governing Body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the onset.

The law says:

- If the activity cannot be funded without voluntary contributions, the Governing Body or Headteacher will make this clear to parents from the outset.
- No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled

Voluntary Contributions may be asked for the following:

- a. Ingredients for Cooking Activities: Where pupils take part in cooking or food-technology activities, the school may request a contribution towards the cost of ingredients. Parents may also be asked to provide ingredients directly if preferred.
- b. Swimming Lessons: Swimming lessons take place during the school day and form part of the National Curriculum. Although the school cannot charge for the teaching itself, we *can* request a voluntary contribution to cover associated costs such as transport and pool hire. No child will be excluded from swimming lessons if a contribution is not made.
- c. Workshops, Visiting Speakers and Curriculum Enhancements: To enrich the curriculum, the school may invite external providers to deliver workshops, talks or specialist sessions. Parents may be asked for a voluntary contribution to support these activities.
- d. Educational Visits and Trips: Trips and visits that enhance the curriculum and provide first-hand learning experiences may require a voluntary contribution from parents to cover costs such as transport, entry fees or specialist instruction. Participation will not be affected if a contribution is not made, but activities may not be able to go ahead without sufficient voluntary funding.

Financial Support is available as outlined below.

NB. The prices quoted for any of the above will never exceed the actual cost.

In line with HCC Guidance no charges will be made for:

- a. An admission to any maintained school.
- b. Education provided during school hours (including the supply of any materials, books, instruments or other equipment.)
- c. Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination, that the pupil is being prepared for at school, or part of the school's basic curriculum for Religious Education.
- d. Education provided on any trip that takes place during school hours, if it is part of the school's basic curriculum, or part of the school's basic curriculum for Religious Education (please see below exception for Residential visits.)
- e. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- f. Transport provided in connection with an educational trip.

In line with HCC Guidance charges may be made for:

Activities outside School Hours

Residential and non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential visits during school hours

The board and lodging costs (but only these costs) of residential trips that are deemed to take place during school time.

[To determine whether a residential trip/visit is in or out of school time, the following applies: If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting or finishing times of the school day, regulations require that the school day is divided into two sessions. A 'half day' means any period of twelve hours ending with noon or midnight on any day].

Music Tuition

Music tuition for individuals or appropriately sized groups, to play a musical instrument which is not an essential part of the National Curriculum.

School Charging Policy

Activity/Items that will be charged for:

- a. Materials, books instruments or equipment, where a parent wishes their child to own them.
- b. Music tuition which is not an essential part of the National Curriculum.
- c. The board and lodging component of Residential Trips.
- d. After school clubs delivered by external providers.

Financial support is available as outlined below.

Fundraising and Charity Events are considered to fall outside this policy.

Support offered to families who have difficulty making a financial contribution

Parents are advised to make an appointment with the Headteacher to discuss this.

Families qualifying for Charges to be waived or help with Charges

Financial Support is available for children eligible for free school meals and for families in receipt of Universal Credit.

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:

- Where possible we shall publish a list of planned activities and visits (and their approximate costs) at the beginning of a term (or earlier in the case of Residential Trips) so that parents can plan ahead.
- Parents will be able to pay by instalments.
- Payment will be requested when the trip is booked to help to avoid late cancellations.
- If trips are underfunded they will be cancelled.

- The Governing Body and the Headteacher will monitor the number of trips/activities suggested by Staff so that parents are not asked for too many contributions in one term or year.

Refunds

The deposit for any activity is non-refundable unless covered by an insurance policy, e.g. medical reasons. Refund of any further monies paid will depend on the school's ability to cancel the place without incurring costs or offer the place to another child. If the child is withdrawn at a late stage, the parents will be required to pay the full cancellation costs even though the child does not go.

The cost of trips/activities is an 'accurate estimate'; any small surplus of money will be donated to the school fund. In the case of a surplus of income of more than 5% or £5.00, a refund will be offered to all parents who contributed towards the cost of the visit. Parents will receive a letter and be asked to express if they wish to have the surplus paid back to them or allow the school to keep the surplus in the general account.

Swimming

A refund for swimming will only apply for a pupil whose parents have paid for the term's lessons, and is then, subsequently unable to take up the lessons due to a major mishap, eg. Broken leg, operation.

Music

Music tuition fees are paid direct to Hertfordshire Music Service. Parents have to give a half term's notice in writing to the Music Service if they wish their child to cease having lessons. No refunds are available.

Damage to property and breakages

Where school property has been wilfully damaged by a student the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Head Teacher and dependent on the situation.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Matters involving parents who are eligible for the remission of charges will be dealt with confidentially. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Head Teacher.

Disseminating the policy

We ensure that this policy is known to all staff and governors, parents and carers and, as appropriate, to all pupils. This policy is available on our school website.