St John's C of E Primary School Charging & Remissions Policy

Date adopted:	01/09/2026		Last reviewed:	
Review cycle:	Every 2 Years		Is this policy statutory?	Yes
Approval:	CEdO		Author:	Headteacher/Principal
Local approval:	Headteacher/Principal			
Next review Date	September 2028			

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments

Complies with the DFE's publication "Charging for Schools Activities May 2018". Confirmed that this document is the latest guidance as at March 2021.

The Local Governing Committee recognises that the Act prohibits charges for school activities that take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

Educational activities taking place during school hours

'School Hours' are defined as those during which the school is in session, but excluding the midday break.

Education provided during school hours will be free of charge.

No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the national curriculum.

Voluntary contributions may be requested to enable the school to run extra activities (including trips, visits and workshops) which are deemed educationally desirable. The school will make it clear in its communications to parents that these contributions are voluntary, and that no pupil will be treated differently according to whether or not his or her parent/carer has contributed. If insufficient funds are collected to cover costs, activities may be cancelled.

Where a non-school organisation arranges an activity to take place during school hours and parents/carers give their consent to their child taking part in the activity, such an organisation may make a charge.

Educational activities taking place outside school hours

For all activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs
- Board and Lodging
- Entrance fees
- Insurance Costs
- Any materials required for the activity
- Incidental expenses
- Costs incurred as a result of teaching and non-teaching staff supervising the activity
- Incremental building costs

The charge should not subsidise any other pupil participating. Any remission of charges for individual pupils should be met from the School Budget. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

Day Trips

- Optional trips wholly or mainly outside school hours will be charged at full cost
- Where the trip occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation. If insufficient funding is received, the school reserves the right to cancel the trip.
- The amount requested will represent the actual cost of providing the trip, spread equally between the number of pupils participating. No profit will be made.
- Once a trip has been paid for, there will be no reimbursement for absentees on the day other than in exceptional circumstances at the Headteacher's discretion.
- Where a child may be prevented from participating in an outing because of financial hardship, consideration should be given to reducing the voluntary contribution expected.
  Any shortfall will be met from the School Fund or Pupil Premium funding.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the contribution for individual children who would be unable to participate because of financial hardship.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential Trips

- Parents will be charged the cost of board and lodging on residential trips. The charge must not exceed the actual cost. The amount requested will represent the actual cost, spread equally between the number of children taking part. No profit will be made. The school reserves the right to cancel if insufficient contributions are received.
- An initial deposit is usually requested for residential trips with the remaining balance payable in instalments. The initial deposit is non-refundable should a child subsequently not participate in a trip. A request for the refund of any further payment must be made in writing by the parent and, if the cancellation is due to illness, a medical certificate may be required. If additional costs have been incurred in respect of the trip for the child who is no longer able to attend the trip, this element will not be refunded.
- Where sponsorship or donations have been received towards the cost of the trip, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to

reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

- Children will be treated equally regardless of the payment made by their parents.

Extended Care provision

The Breakfast Club and After School Care (and any holiday clubs, etc.) are not educational activities and therefore the school charges for such attendance.

Optional extras e.g. Activity Clubs (football, cooking etc.)

Charges may be made for some activities that are known as "optional extras".

- The school aims to provide a variety of clubs and whilst some of the clubs are free of charge, the school reserves the right to charge for clubs outside of normal school hours that are not part of the National Curriculum.
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges, prior to attendance at the activity. Parental agreement must be established prior to a child attending such an activity. The charge may include some or all of the following costs: materials, books, equipment, non-teaching staff, teachers engaged purely to provide the optional extra, an element to cover the cost of buildings and accommodation.
- There will be no reimbursement for absentees.
- Children who qualify for Pupil Premium will be entitled to one free club each half term on a space available basis.

School meals

Charges are made for school meals (unless a pupil is entitled to free school meals in which case it is the policy of the school to ensure that parents and carers are given advice on how to apply for free meals). Children in Reception, Year 1 and Year 2 also receive a free lunch funded by the Universal Infant Free School Meal programme.

Uniform

A variety of items, including sweatshirts, t-shirts, and book bags, bearing the school logo, are available for sale online. Some items may be available to purchase from the school or from our uniform supplier Gooddies. Some uniform items are compulsory and are detailed in the uniform policy.

Photographs

Individual and class photographs taken by the school's appointed photographer are offered for sale from time to time.

Individual instrumental tuition

Charges are raised by the peripatetic music teachers and must be paid directly to them.

Loss of or damage to academy property

Loss of, damage to or breakage of school property e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by carelessness, negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

Other charges

The school may levy a charge for miscellaneous services up to the cost of providing such services e.g. for providing supporting evidence regarding visa applications, passports etc.

Voluntary contributions

Parents/carers may be invited to make a financial contribution towards enrichment activities. Implementation of this will always be subject to Local Committee approval.

These funds will be used to:

- support the cost of a school trip or other educational experience related to the curriculum
- acquire educational resources and fixed assets or provide services which would otherwise be unaffordable from the school's budget.

It will be made clear in all correspondence to parents/carers inviting that such contributions are wholly voluntary.

Remission of Charges

Any charge may be remitted in whole or in part in response to a request by the parent/carer in writing to the Head Teacher.

Where a child is eligible for the Targeted Free School Meals we will cover up to 50% of the cost of day trips and other activities from the Pupil Premium Grant, where we normally ask for voluntary contributions. Parents/Carers are still invited to make a 50% contribution towards the cost.

Where charges are requested from parents/carers for activities outside of school hours, some costs may be met by an application to various local charities.