

ROXETH PRIMARY SCHOOL



POLICY FOR CHARGING FOR AND REMISSIONS FOR SCHOOL ACTIVITIES

*Revised: September 2025
To be reviewed: September 2026*

OUR MISSION STATEMENT

learning together, making progress, achieving goals.

ROXETH PRIMARY SCHOOL

POLICY FOR CHARGING FOR AND REMISSIONS FOR SCHOOL ACTIVITIES (Revised October 2018)

Roxeth Primary School believes 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 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 review date for this policy is recorded at the end of the document.

1. The policy identifies activities for which:

- charges will not be made.
- charges will be made
- charges may be waived

2. 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 will emphasise 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.

The Law says:

If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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. Education provided on any trip that takes place during school hours;
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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. 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. Activities for which charges may be made

a) activities outside school hours

Charges may be made for 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).

b) residential activities

For residential trips deemed to take place during school time charges may be made for the travel, board and lodging costs of that trip.

Is a residential trip in or out of school time?

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 and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

It is the policy of Roxeth Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of travel, board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them;</i>	E.g. A clay model – a charge to cover the cost of the clay.	Variable

External peripatetic music tuition	Music tuition is provided by an external provider and they set their own charges to play a musical instrument. Any queries and costs must be taken up with the external provider.	Subsidised for Category A and pupil premium pupils
Charges will be made for the travel, board and lodging component of residential trips	The charge will not exceed the actual cost.	
Visits to museums, local studies, theatre, musical events, workshops in school. (This list is not exhaustive)	The charge will not exceed the actual cost.	
Charges for extended day services offered to children	Breakfast Club and After School Club	Variable
Charges for Late Pick Up from extended day services offered to children	Late pick up fee from After School Club	Variable
External Clubs	Clubs run by external providers set their own charges and any queries must be taken up with the external provider.	
Charges for Late Pick Up at end of day	Late pick up at end of school day (after 30 minutes) and moved into Extended day services (After School Club)	Variable

5. Absence

If a child is unable to attend or participate through absence or withdrawal, a refund will not be given as the activity will need to be paid for. This includes trips, workshops, residential trip, music lessons and before and after school activities. Deposits for residential trips are non-refundable.

6. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

There is no obligation for parents to make a contribution, and no child will be excluded from an activity if their parents are unwilling to pay.

If the school is unable to raise enough funds for an activity or visit within 7 days of the event at the latest, then it will be cancelled.

7. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table above. Parents should approach either the class teacher or Headteacher for clarification. Criteria for qualification for remission are given below.

Category A

Parents in receipt of: <ul style="list-style-type: none">• Income Support (IS);• Income Based Jobseekers Allowance (IBJSA);• Income related Employment and Support Allowance ;• Support under Part VI of the Immigration and Asylum Act 1999;• the guaranteed element of Pension Credit;• Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)• Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit;• Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)• additional categories of parents/carers may claim help with some costs in some circumstances may be on occasion <i>decided by the head teacher and governing body.</i>

Where the school has agreed to implement charges for the activities listed for those children in receipt of pupil premium grant funding (PPG) the school has agreed to subsidise on a case-by-case basis contributions and costs.

Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

8. Charging for Breakages, damage or loss

Subject to the school recognising that accidental damage can occur, the school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for willful damage by their children, to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund to the cost of £5.

9. 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 visits at the beginning of the school year so that parents can plan ahead
- On occasion consideration will be given to parents not claiming Category A benefits where family circumstances suggest support is needed
- We have established a system for parents to pay in instalments when appropriate
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- 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 where possible
- Support for cases of hardship will come through voluntary contributions, fundraising and school budget
- The Governors reserve the right to charge parents if their child is found to be responsible for the wilful destruction of school property.

Date: September 2025

Date for review: September 2026

References:

<https://www.gov.uk/government/publications/charging-for-school-activities>