



CHARGING AND REMISSIONS POLICY

Reviewed and revised: June 2025

Signed: Chair of Governors

..... Headteacher

Next review: June 2027



Building Firm Foundations For Life

CHARGING AND REMISSIONS POLICY

Chesterton Church of England 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 on the front page of the document.

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 visit 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.

The School can charge for optional, extra activities provided mainly or wholly outside of school hours, as long as the teaching is not an essential part of the National Curriculum or religious education.

Schools can use their delegated budgets to support or subsidise extended activities that bring an educational benefit to children.

Status - Statutory

The policy complements the School's Equalities Policy and Teaching & Learning Policy.

The School day:

The School day is defined as Monday to Friday during term time. Each day is divided into two sessions, 8.45am to 12.10pm and 1.10pm to 3.15pm. Lunchtime is not included in the school day.

Charges

The Governing body will make a charge for activities in the following circumstances:

- Transport to school swimming sessions

Children in Key Stage 2 are taken swimming at Bicester Leisure Centre. The cost of transport will be met by voluntary contributions and subsidised by school funding.

- Educational visits

The costs of admission, transport & insurance will be met by voluntary contributions. No child will be excluded from an activity if these payments are not made. However, if insufficient contributions are received then the visit or activity may have to be cancelled.

- Visiting theatre groups, drama workshops & arts activities

During the school year, the children will have the opportunity to take part in various workshop & theatre activities. A voluntary contribution will be requested to meet the cost of these events. However, if insufficient contributions are received, then the visit or activity may have to be cancelled.

- Out of school activities

A charge will be levied for the entire cost of the activity.

- Residential visits

Parents will be charged for the full cost of the visit. We have established a system for parents to pay in instalments, however we would expect total payment to be made within a reasonable time and before the prescribed deadline.

A small percentage is included in all charges to cover incurred online payment fees.

The School Association aims to provide each class with an annual contribution to support activities or visits.

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books or other equipment)
- Education provided outside school hours if it is part of the National Curriculum.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Childcare vouchers and Tax Free Childcare vouchers are accepted as payment for wrap-around childcare only (Breakfast Club and Tree House).

Families qualifying for help with costs

In order to remove financial barriers from disadvantaged pupils (including those with short-term financial difficulties), the Governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Individual consideration will be given to children who qualify for the Pupil Premium, Pupil Premium Plus, Service Premium.

(N.B. This does not apply to all children in receipt of Universal Free School Meals).

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 will give parents as much notice as possible for forthcoming visits/visits. At the induction meeting for new parents, we will discuss how visits/visits are organised throughout the school.
- We have established a system for parents to pay in instalments.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against families on lower incomes and we will avoid that method of selection.

Arrangements for monitoring and evaluation

The Resources Committee will monitor the impact of this policy by receiving regular updates on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the policy.

This policy will be reviewed every two years.



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