



**Rockwell Green Church of England Primary
School**

Charging and Remissions Policy

Status:	STATUTORY
Responsible person:	HEADTEACHER
Responsible Governor:	CHAIR OF GOVERNORS
Ratified by the Head Teacher:	December 2025
Review Period:	Annually
Review Date:	December 2026

Charging and Remissions Policy

This policy should be taken as part of the overall strategy of the school and operated within the context of our ethos, vision, aims and values as a Church of England School.

The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. All our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents'/carers' financial means.

No charges will be made for:-

- Education provided during school hours
- 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
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school, however, if a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

Activities for which charges may be made:-

a) Activities during school hours –

1. School hours are defined as being those hours during which the school is in session but excluding the mid-day break
2. Voluntary contributions may be asked for to enable extra activities, which are deemed educationally desirable, to take place. The contributions requested will reflect the cost of that activity (including costs such as supply cover, transport, refreshments) less any subsidy from funds available to the school. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.
3. Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own that finished product.
4. Day visits and non-residential activities are deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school

hours. The charging policy for such an activity will follow the above.

5. Residential activity is defined as being one which involves pupils spending one or more nights away from home. Such an activity is deemed to take place during school hours if it occurs within the school term. In this instance parents have a choice whether their child attends and therefore the full cost of the residential including travel, board and lodging will be charged to the parent. Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the governing body only charge 50% of the cost of the residential.

b) Activities taking place outside school hours-

1. A residential activity is deemed to take place outside of school hours if it occurs outside of term time or occurs over a weekend. A charge will be made for the full residential including the cost of board, lodging and travel costs. Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the governing body only charge 50% of the cost of the residential.
2. The costs incurred by teachers providing the activity may be included in the costs to pupils.
3. The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours.

c) Music Tuition -

1. Charges will not be made for class music tuition during school hours.
2. Charges for private music tuition are agreed directly between parents and the music tutor, as are arrangements for cancellation or termination of lessons.

d) Charging in Kind

The cost of materials, ingredients for practical subjects if the parents have indicated in advance that they wish to own the finished product.

Voluntary Contributions:-

Any such contributions must be genuinely voluntary and it will be made clear to parents if contributions are requested that:-

- There is no obligation to contribute
- Pupils will be treated the same whether or not their parents have contributed

- There is support for low income families, in which case the child is in receipt of Free School Meals, and this is the criterion used to assess whether support is needed.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents in an initial letter indicating:-

- The nature of the proposed activity and its education value;
- The contribution per pupil which would be required if the activity were to take place;
- The activity would not take place if insufficient contribution were forthcoming.

Breakages:-

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

General:-

- The governing body may, from time to time, amend the categories for which a charge may be made.
- The governing body reserve the right to review the policy as necessary.