

Charging & Remissions Policy

St Luke's C of E Primary School



Approved by: Governing Body

Date: February 2019

**Last reviewed
on:** December 2025

**Next review due
by:** December 2026

Charging & Remissions Policy

As legislated by the Education Reform Act 1988, the School Governors are required to determine and publish a charging and remissions policy.

The School Governors anticipate that it may be necessary from time to time to amend the policy but if so, parents will be notified accordingly.

Introduction

1. All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

2. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school contributes towards the total costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

3. The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums or art galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company or other bodies who enrich National Curriculum learning;
- Musical and creative arts events.

4. Charges may be made for materials or ingredients required for practical subjects where parents/children will own the product.

Residential Visits

1. If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education.

2. Charges may be made for the actual cost of board and lodging.

3. If we cannot raise sufficient funding through contributions, the visit may be cancelled and that aspect of the curriculum would have to be covered in other ways.

4. Due consideration will be taken in cases of hardship, if a parent approaches the school.

Music Tuition

1. All children study music as part of the National Curriculum. We do not charge for this.

2. There may be a charge for individual or small-group music tuition (when not delivered by a member of St Luke's staff), since this is an additional curriculum activity, and not directly part of the National Curriculum. We give parents and carers information about additional music tuition as the year progresses.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

Extra Curricular Activities

The school offers a range of additional activities after school. If a qualified coach/teacher, who is not a member of the school staff, runs and organises these sessions, we may make a small charge for these sessions.

Transport

Where possible the Governing Body has agreed to try to cover the cost of transport to educational activities during the school day. However, in cases where charges are sought, it is to cover the cost of the transport and not to make a profit.

Damages and Losses.

1. Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

2. Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

Remissions.

1. The discretion to remit in whole or in part any charge, which may be made by the School, has been vested in the Headteacher.

2. Remission may be made on the grounds of educational considerations with regard to both the pupil and the School needs.

3. Remission may be made on the grounds of financial considerations with regard to both the pupil and the School needs.

4. Remissions may be made on a group or an individual pupil basis.

5. Deposits are non-refundable.

Monitoring and review: This policy is monitored by the Governing Body and is reviewed annually.