



Believe, Achieve, Succeed

CHARGING AND REMISSIONS POLICY

Responsibility for this policy lies with (Headteacher, Full Governing Body or Finance & Premises Committee)	Full Governing Body
Policy approved date	November 2025
Policy due for review on	December 2026



TIL STARS
School Travel Plan
Gold Level accreditation



We're working
towards Artsmark
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The Education Reform Acts of 1988/1996 outline the provisions on charging for school activities. The purposes of these provisions are:

- To maintain the right to a free school education.
- To ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- To give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- To confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

The governors and staff at Vicar's Green Primary School believe that activities such as swimming and educational visits and events are an extension to, and an enrichment of the curriculum.

Introduction

- All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual music tuition when available.

Voluntary contributions

- When organising school trips, visits or activities that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of these. If we do not receive sufficient voluntary contributions, we may cancel the trips, visits or activities. Schools must ensure that they make this clear to parents. If these go ahead they may include children whose parents have not paid the full contribution. No child will be refused the opportunity to participate in any trip/visit or activity based on their ability to pay.
- Parents have a right to know how each visit or activity is funded. The school provides this information on request. The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

Visits to museums and places of interest

Outdoor adventure activities

Visits to the theatre and visiting theatre groups

Musical events

In school workshops or shows

Residential visits

- If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we make a charge to cover the costs of any workshops, board & lodging and travel expenses. If parents are experiencing financial difficulty they are invited to speak in confidence to the Headteacher to make individual arrangements.
- In the case of residential trips when the school has to make a commitment in advance, any deposit received from the parents will be non-refundable.

Music & Art Clubs

- All children study music and art as part of the normal school curriculum. We do not charge for this.
- There is a charge for individual or group music or art clubs, taking place outside of school hours, if this is not part of the National Curriculum.

Swimming

- The school organises swimming lessons for children in Year 5 and budget permitting Year 4 & 6. These take place in school time and are part of the National Curriculum. We make no charge for the swimming

lessons or cost of the coach to take the children to the swimming pool. We inform parents when these lessons are to take place, and what the children need to bring for these sessions.

Additional Nursery Provision

- Where children are in Nursery full-time, the school will be charging parents or carers a small fee for the lunch-time supervision, which is payable in advance.
- If parents or carers would like their child to attend Nursery on a full-time basis, school should be provided with a valid 30-hour free child care code. It is up to the parents to make sure that this code is regularly renewed so it is valid.
- In the absence of a code if parents or carers would like their child to attend Nursery on a full-time basis, they will be charged for the lunch-time supervision and the additional sessions in advance.

Ingredients/Materials for practical subjects

Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability to pay. Where necessary the school will provide the resources required.

Lost school equipment, books etc.

Parents may be requested to replace school equipment, books etc, which have been lost or damaged by their child.

Breakages and damages to school buildings, furniture or property

Wilful damage to school buildings or property by a pupil may be charged to parents by the school.

Lettings charges

The school makes its facilities available to outside users and the scale of charges is determined annually by the Finance Committee

The Finance Administrator is responsible for raising invoices for lettings that take place in accordance to our separate lettings policy.