



**Albert Village Primary School**

# **CHARGING AND REMISSIONS POLICY**

Adopted by A.Woodman	June 2022
Reviewed	MAY 2025

## **ALBERT VILLAGE PRIMARY SCHOOL**

### **CHARGING & REMISSIONS POLICY**

#### **Aim**

The aim of this policy is to provide clear information for parents/carers, staff and governors on the arrangements for charging at Albert Village Primary School.

#### **Overview**

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. We recognise the valuable contribution a wide range of activities, including educational day and residential visits can make towards the overall education of all pupils. Activities and visits are encouraged to provide a broad and balanced curriculum. Nothing in legislation prevents the school from asking for voluntary contributions for the benefit of the school or any school activities. All requests to parents/carers for voluntary contributions will make it clear that the contributions are voluntary.

In brief the school recognises that:

- They must not charge for any activities which take place in school time, apart from instrumental and vocal tuition for individual pupils or pupils in groups of up to four.
- They may invite parents/carers and others to make voluntary contributions towards any part of the school's work, for example towards the cost of a trip or a specific activity.
- They may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (for example breakfast club and after school clubs).
- They may charge for board and lodging on residential courses.
- They can charge for any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them.

#### **Charging Policy**

The education provided during school hours on the school premises is free. School hours are those hours when the school is actually in session and does not include the dinner break in the middle of the day.

A charge will be made for all non-residential and residential activities which take place during school hours, where the child's participation has been agreed in advance by the parents/carers. The charge will include the cost of travel, entrance fees, insurance, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Educational day visits and theatre visits are funded by voluntary contributions from parents/carers. No child is excluded from these activities for not contributing towards the cost. However parents/carers are made aware that if as a direct consequence of a number of parents/carers refusing to contribute to the cost the activity is no longer viable, it will be cancelled and all payments returned. Parents/Carers will be informed at the planning stage if an activity cannot take place without their voluntary contributions.

Residential visits are not funded by voluntary contributions as payments for board and lodging outside school hours is required. This will be made clear during the planning stage of the trip. All trips will be planned in advance and parents/carers given good notice. An option to pay by instalments will be offered.

When planning day visits, residential visits or other activities, staff will seek to obtain the best value for money by obtaining quotes for transport, admission fees, etc.

#### **Subsidised charges**

School day trips are subsidised by 50% and School Residential trips are subsidised by 50% for parents/carers of pupils who qualify for FSM Pupil Premium Grant funding.

Charging and Remissions Policy

We support the remission policy for families facing financial hardship. When a parent/carer approaches the school for assistance every effort will be made to help. Any financial support given will be confidential between the Headteacher and the family concerned. At no point will a child be identified to adults or other pupils as receiving any kind of financial assistance.

**The school reserves the right to charge for:**

The cost of replacement or repair of school books, materials, equipment or fittings which are lost, broken, damaged or defaced by a pupil. In such cases individual costs are discussed with parents/carers and any charge made will depend on the item that has been damaged.