

# Kingston St Mary C of E Primary School



## CHARGING AND REMISSIONS POLICY

This policy sets out how Kingston St Mary C of E Primary School manages charges for activities and the circumstances in which parents may be asked for voluntary contributions. It follows the Department for Education's statutory guidance *Charging for School Activities*. The policy applies to all pupils.

### Key Principles

- Education provided during school hours is free.
- The school will not charge for admission, education, or materials required for the national curriculum.
- No pupil will be excluded from an activity because their parent is unwilling or unable to pay.

### Voluntary Contributions

The school may ask parents for voluntary contributions to support activities that cannot be funded entirely from the school budget, including educational visits and workshops and equipment.

- Contributions are genuinely voluntary.
- Pupils will not be treated differently if their parents choose not to contribute.

Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we may cancel the activity.

### Activities for Which Charges May Be Made

The school may charge for:

- Board and lodging on residential visits (except for pupils eligible for remission—see Section 7).
- Optional extra activities taking place outside school hours that are not part of the national curriculum (e.g., some clubs, events, or holiday activities).
- Materials or ingredients where the parent has indicated they wish to own the finished product.
- Damage or loss of school property caused by a pupil's careless or wilful behaviour.

Charges will be set to cover costs only; the school will not profit from any activity.

### Breakages and Replacements

We may charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils.

### Optional Extras

When charging for optional extras, the cost may include:

- Staff engaged specifically for the activity
- Materials and equipment
- Transport

- Entrance fees

The school will inform parents in advance of:

- The nature of the activity
- Any charge
- How the charge has been calculated

### **Music Tuition**

Charges may be made for:

- Individual or small group tuition in playing a musical instrument that is not part of the national curriculum.
- Instrument hire where required for those lessons.  
No charge will be made for whole class instrumental tuition provided during curriculum time.

### **Remissions (Financial Support)**

The school will meet the full cost of board, lodging, or participation fees for pupils whose families are eligible for:

- Free School Meals (FSM), or
- The maximum level of support through Universal Credit or other income based benefits as defined by DfE guidance.

The school may provide additional financial support at its discretion for other pupils in cases of hardship.

Parents may contact the Headteacher confidentially to discuss support.

### **Residential Visits**

- Education provided on a residential visit that takes place during school hours will not be charged for.
- A charge will be made for board and lodging unless the pupil qualifies for a remission.
- Optional extras related to the residential may be charged for, if agreed with parents.

### **Transport**

No charge will be made for transport during school hours when required to deliver the national curriculum.

Charges may be made for transport related to optional extras or out of hours activities.

### **Contact**

Parents who have questions about charging, remissions, or financial support should contact the Headteacher.

All enquiries are treated confidentially.

### **Monitoring and Review**

This policy will be reviewed annually.

The Governing Body is responsible for approving the policy and monitoring its implementation.

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