



Stathern  
Primary  
School


*'Nurture, Inspire, Discover, Create'*

# Charging and Remissions Policy

## 2024-2025

Reviewed and ratified at the Finance Committee on: Autumn  
2024

Signed – Ken Bray – Chair

Signed by Head teacher: 

**In accordance to the Equality Act and in line with the values of our school and published equality objectives, due regard will always be given to parents, staff and pupils with protected characteristics in the implementation and enactment of this policy**

## 1. Introduction

The Education Act 1988 ensures that all children are entitled to free provision of education during the school day. Any charges made for activities during school time are only intended to cover the cost of an activity or service. They are not for profit.

## 2. Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to state their intention to pay/not pay before a contribution to the cost of the trip is asked for. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we will not be able to book the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others and we do not put any additional costs onto those who do contribute.

2.2 If a parent wishes their child to take part in a school trip or educational event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity providing it has educational benefit, particularly if the trip enables pre-learning. Sometimes the school and/or PTFA pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The School provides this information.

2.3 If you have paid for a trip but then your child is absent from school there will be no refund. If the school or event cancels you will receive a full refund.

2.4 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;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events;
- educational visits related to the curriculum.

### 3. Residential Trips

3.1 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 do request a voluntary charge to cover the costs of travel expenses and board and lodging. Parents who receive Pupil Premium Funding are exempt from some payment but are asked to contribute if Pupil Premium funds have been spent on other resources to support the child. This will be discussed at review meetings each term.

### 4. Music Tuition

4.1 All children study music as part of the normal school curriculum in Class 3. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Charges are made for these lessons. Parents in receipt of Pupil Premium Funding are exempt from payment if there are sufficient funds. We give parents information about additional music tuition at the start of each academic year. Parents pay the school for music lessons and the peripatetic teachers invoice the school. Lessons must be paid for in advance and one-half term's notice must be given if you wish to stop lessons.

## 5. Swimming

5.1 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 do charge for this activity but it is subsidised by the school as much as possible. We inform parents when these lessons are to take place.

## 6. After school clubs

6.1 The school sometimes offers extra-curricular activities run by qualified teachers or coaches from external organisations. Some clubs will be as part of an enriched curriculum offer. This will be where a child/group of children has been selected or invited to attend. External PE specialists may be invited in to give opportunities to children. A small charge is made for these sessions. Children can only attend once payment has been received by school.

## 7. Breakfast Club and After School Club

7.1 The school runs a Breakfast Club and After School Club under 'School Governance'. A charge is made for this to cover the cost of staffing and some equipment. Any Profit made is reinvested into the school. This charge is reviewed as necessary by the school and club manager. Sessions required must be paid for online or by using vouchers.. Refunds will only be given if the school cancels the club. If your child is absent from school, there will be no refund. The Finance Governors will have oversight of the income and expenditure throughout the year, through the budget monitoring reports.

## 8. School Meals

8.1 The school provides hot meals for children at lunchtimes through Leicestershire County Council. The cost of a meal is set by the school. Children in the Reception year, year 1 and 2 are entitled to a free hot meal. Key stage 2 children must pay for their meal. Dinners must be paid for prior to the lunch time either online, by cash or on SchoolMoney and there will be no refund given if your child is absent from school. Accounts must not be run in arrears and if arrears do occur, this will result in parents being asked to supply lunch for their child.

This policy should be reviewed annually by the Finance Committee  
Log of changes and updates to the document:

<b>Date</b>	<b>Page</b>	<b>Change</b>	<b>Approver</b>
<b>10/11/2020</b>	All	Policy reviewed and all sections updated by new Headteacher New title – statutory policy	KL
<b>26/11/2020</b>	All	Reviewed	Finance
<b>3/10/2021</b>	All	2.3 3.1	
<b>17/10/22</b>	All	Logo change	KL
<b>22/10/22</b>	All	Take KS 1 out of the swimming section	Finance committee
<b>14/8/23</b>	All	Add EDI statement Amend 2.3 Amend 3.1 Amend 4.1 Change approval to Finance only	KL
<b>16/7/24</b>		Date changes 7 no cash payments for BAASC 8 changes to dinner payments	KL
<b>16/9/24</b>		Amend club section	Finance Govs