



CHARGING AND REMISSIONS POLICY

Version	3
Date of latest version	February 2024
Date to be reviewed	February 2026
Changes:	
Addition of payment period	
Clearer definition of when 25% PP discount is applied	

At Ropley Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. We have clear and robust processes in place for charging and remissions and clearly set out when and how charges will be made. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

A charge is a fee payable for specifically defined activities.

A remission is the cancellation of a charge which would normally be payable.

The Governing Body have overall responsibility for approving this policy.

1. No compulsory charge is made for any activity which occurs mainly in school hours, or for any essential materials or equipment used during school hours. This includes, but is not limited to:

- Books
- Materials
- Equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time.
- Admission applications
- School Meals for pupils registered for Free School Meals
- Instrumental or vocal tuition unless the tuition is provided at the request of the pupil's parent.

2. Parents may be asked to make voluntary payments to fund the cost of enrichment activities during school hours which would not otherwise be possible. Activities which parents may be asked to contribute to include, but are not limited to, visits from professionals including authors, performers, activity days and workshops as part of a trip

3. No pupil will be excluded from a class activity on the grounds that the parents cannot or will not pay. It may, however, be stated to parents that a prerequisite for the activity is that there are sufficient funds available. If there are insufficient funds to cover the costs of the activity/visit then it is likely that there will be a cancellation. Parents will be informed should this occur.

4. Parents will be asked to pay for the residential costs of off-site activities, and to make a voluntary contribution to cover travel and tuition costs. If a child receives pupil premium then parents will be encouraged to approach the Headteacher to negotiate their contribution. The school will support families to seek other funding streams and no child will be discriminated against on the basis of inability to pay. The total of all contributions will not exceed the actual cost of providing the services they are intended to cover.

5. Where an off-site activity has a limited number of places to offer, a deposit or signed commitment should be arranged to ensure fairness. The organiser should consider special cases where financial or family circumstances might cause discrimination and respond appropriately.

6. No pupils shall be excluded from professional performances organised within the school but a voluntary contribution towards the cost of the event may be requested from parents.

7. Parents may be asked to contribute towards materials and components of (craft) items made by their children if they wish to own the finished craftwork or design technology product. Parents may be asked to contribute towards ingredients for food technology (cookery) in advance of the group activities.

8. Where swimming lessons using outside teachers are held in school, parents will be asked to contribute towards the costs.

9. Fee paying activities outside school hours, for example, Family Swimming Club and sports clubs run by external providers, will not be routinely subsidised, though there may be possibilities of other funding streams. Parents should contact the Headteacher if they wish these to be investigated on their behalf.

10. In cases of cancellation, illness or other unforeseen circumstances, refunds will be made if possible and appropriate.

11. Pupils in receipt of Pupil Premium (Free School Meals, Looked After, Post Looked After, Service Premium) will be routinely offered a 25% discount towards curriculum time enrichment activity costs and this will be clearly detailed in any letters sent out. This applies to all school activities during the school day that incur a request for a contribution, and, in some cases, after school activities that are offered by school staff.

12. It is expected that payments are received before the activity takes place although in some cases, such as residential trips, a longer payment period may be agreed and will be clearly set out in the letter asking for contributions. If an extension of this period is required, a discussion should be sought with the headteacher.