



## Charging and Remission Policy

**Policy Approval Date: September 2025**

***Approved by the Full Governing Body please see minutes dated September 2025***  
**Review Date: September 2027**

### **1 Introduction**

- 1.1** 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 or group music tuition.

### **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 contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a 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. If Parents wish to make a contribution over an extended period of time, this may be possible. Any concerns regarding contributions are directed to the school office.
- 2.2** 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:
- Day Visits to museums/farms etc.
  - Sporting activities which involve expenses, e.g. swimming
  - After school clubs
  - Visits to the theatre

### **3 Residential visits**

- 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 make a charge towards the costs of board and lodging. In some cases, costs may be subsidised from the school budget and outside funding.

### **4 Music tuition**

- 4.1** All children study Music as part of the normal school curriculum. We do not charge for this.
- 4.2** The Music Service may charge for individual or group Music tuition (teaching an individual instrument) if this is not part of the National Curriculum. Parents in receipt of benefits are to contact the Music Service to discuss payment options. School will not pay for individual lessons by peripatetic teachers from the Music Service.

## **5 Swimming**

- 5.1** The school organises swimming lessons for all children within Key Stage 2. These take place in school time at the local pool, and school pays for instructors. We require voluntary contributions towards the cost of this activity. The school may subsidise some of the cost of swimming (for children in receipt of Pupil Premium Grant). We inform Parents when these lessons are to take place, and we ask Parents for their written permission for their child to take part in swimming lessons.

## **6 Sports**

- 6.1** The school offers additional sports coaching after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. We reserve the right to make a small charge towards the cost for these sessions on occasions.

## **7 School Dinners**

- 7.1** The school offers Herts Catering school dinners – packed lunch or hot dinner. Dinners are paid for by Parents unless they are eligible for Free School Meals (LA deemed) or are entitled to Universal Infant Free School Meals (Government guidelines). Parents must pay for school dinners in advance.

## **8. Arrangements for remission of charges:**

- 8.1** Families in receipt of Free School Meals (FSM) are entitled to a remission of trips plus fees for board and lodging costs whilst attending residential school visits. Families entitled to a remission of fees for board and lodging costs whilst attending residential school visits include those receiving the following benefits (this list is subject to change regarding eligibility for FSM):

- Income support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing they are also entitled to Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the current allowance)
- Guaranteed Pension Credit

The school supports families to make a bid for funding for a residential visit if needed.

- 8.2** The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the Headteacher. The Resources Committee will be informed in general terms of the total provided for each activity.

- 8.3** The governing body support the development of all community groups use of the school through a flexible charging approach. This may include offering reduced rates and would be negotiated with the Headteacher.

- 8.4** Families whose children are eligible for Pupil Premium Grant are entitled to a remission of fees for trips or a residential.

## **9. Refund Policy**

- 9.1** Any trip requiring a voluntary contribution will be run at-cost.
- 9.2** Should the total collected exceed the projected costs refunds will be given to ensure that contributions run at cost.

**9.3** If a child is unable to go on a trip due to unforeseen circumstances/illness/change of mind and the trip has already been paid, refunds will not be given.

**9.4** If the school cancels a trip, money will be refunded to Parents.

**10 Damage to school property**

**10.1** The school may charge Parents the cost to replace school property which has been willfully damaged. The school may charge for part or the whole cost of the damaged item. Respect for school property is promoted through our Behaviour Curriculum, Promoting Positive Behaviour Policy and values of the school.