

School Adopted: **October 2022**
Reviewed: **January 2026**
School Name: **Swallowdale Primary**
Responsible Officer: **Headteacher**

Charging & Remissions Policy

Introduction:

Education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may ask for voluntary contributions or charge for some additional extra activities such as individual or small group music tuition.

The aims of this policy:

- Set out what the school will not charge for and what it will make a charge for or request a voluntary contribution from families.
- Clarify how charges will be determined, so families understand why requests for payment are sometimes made for some activities.

Charges:

1. Charges will normally be made for:

- Any materials, books, instruments or equipment where the child's family wishes him/her to own them e.g. DVD of a performance, yearbook, product of design technology etc.
- Music tuition: if the music tuition is provided as part of the national curriculum then it cannot be charged for. However, tuition provided either individually or in groups, provided the tuition is provided at the request of the pupil's family, can be charged for. No charge may be made if a pupil is looked after by the local authority.

'Optional extras' – these are defined as:

- Activities provided outside of school hours that are not part of the national curriculum, that are not part of a syllabus for public examination, and are not part of religious education or transport (for activities meeting the criteria above).
- Board & lodging on a residential visit or for extended services e.g. before/after school clubs, Swallows Club.

2. Voluntary contributions will be sought from families for activities taking place during the school day e.g. school trips, swimming etc.

3. Charges/voluntary contributions requested for activities will not exceed the actual cost of the activity, divided equally between the number of pupils participating. The cost will not be calculated to subsidise those pupils who may not pay, or are unable to pay.

4. No charge/voluntary contribution will be made to cover the cost of supply cover for those teachers who are absent accompanying pupils on a visit.

5. Parental agreement is always required for an 'optional extra' where a charge is to be made.

6. No child will be excluded from an activity during school hours due to an unwillingness or inability by the family to pay where it is directly related to the curriculum (i.e. activities where a voluntary contribution is requested as opposed to those activities where there is a charge).

7. Voluntary contributions towards the cost of an activity will continue to be requested in letters. The letters will make it clear whether the activity will still go ahead if voluntary contributions are not received, or whether the activity will have to be cancelled.

8. When booking an activity, cancellation terms should be confirmed well in advance. Organisers will need to agree with the Headteacher or Deputy Headteacher whether the activity will go ahead if all voluntary contributions from families are not received, as any shortfall will have to be met from the school budget. Activities should be arranged in good time so that if it has to be cancelled, minimum charges are incurred.

9. Residential visits:

- a. School will charge for the board and lodging element of the visit.
- b. Voluntary contributions for the transport element of the visit and any other charges incurred during the visit that occur in school hours e.g. entrance fees to an attraction, will be requested from parents.
- c. Should charges for board and lodging or voluntary contributions not be paid for the residential visit, consideration will be given to cancelling the visit. This decision will be made by the Headteacher.