



Charging and Remissions Policy

relating to St George's C of E Primary School

was approved by the Governing Body on

17.03.26

As we work within a Church school, the staff and governors of Great Bromley Church of England Primary will seek to ensure that within all policies and procedures we incorporate opportunities for identifying, understanding and developing our core Christian values and vision.

Our Vision

Working together, learning for life.....

*With the **compassion** of Jesus, we treat others with kindness and patience*

*With the **courage** of St George, we stand up for what is right*

*With **respect** and **friendship** we build each other up*

The Governing Body has resolved to make charges as allowed by the Education Reform Act 1988.

School Meals

The charge for a school meal will be set annually by the governing body following consideration of the Catering Business Plan as part of the annual budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable, parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email/letter. See Debt Management Policy for further detail.

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

Educational visits:

The school:

- will seek voluntary contributions from parents/carers where applicable
- will not exclude a child from participating in an activity during the school day on financial grounds

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

Residential activities:

The costs of residential activities can be high and such activities may only continue to be available if sufficient costs are recovered.

Charges that apply:

- travel costs – transport to and from the residential activity
- board and lodging
 - full cost of board and lodging on residential trips whether or not it takes place during school hours
 - parents / carers will be informed of the cost before the activity takes place
- full cost recovery for residential activities that take place outside of school hours

A 25% reduction in the cost of residential trip up to a maximum of £100 will be offered to those pupils who are eligible for the Pupil Premium Grant. Pupils who have a brother or a sister in the year groups involved in the trip may also be offered the same reduction.

No charge applies:

- where parents / carers in receipt of certain benefits may claim exemption in accordance with the remissions guidance below
- for education costs incurred on any visit during school hours

- for education costs incurred on any visit outside school hours if it part of the school's curriculum
- costs of supply staff engaged to cover the staff accompanying pupils on a residential trip where the trip takes place during term time

Music Tuition

Instrumental tuition or singing lessons do not form part of the curriculum but are an additional activity arranged by the school and delivered by specialist tutors either on an individual basis or as part of a group, following parental request. The cost of such lessons is dependent on the charges applied by the tutors, the size of the group, the duration and frequency of each lesson.

The school operates on full cost recovery basis. However, in order to ensure equal opportunities for all pupils, charges for music tuition within school hours for pupils eligible for free school meals or children in care will be considered for remission in accordance with this policy (see remissions section). All music lessons are organised through Essex Music Services.

Examination fees

No charge when:

- an exam is part of the curriculum
- an exam is on the school's set examinations list
- the pupil has been prepared for that exam by the school
- the exam is not on the set list, but has been arranged by the school

Charges do apply when:

- the pupil has not been prepared for the exam by the school
- the pupil wishes to re-sit an exam

Extra-curricular activities:

Curriculum related clubs

Where these activities run outside of normal school hours, (ie. sports clubs, homework club, art club) a charge may be made to cover costs of equipment, teaching or non-teaching staff, specialist staff /coaches or materials used. The total charge will not exceed the actual costs incurred in the provision of the activity.

Parents/carers will be advised of any such costs before their child is allowed to undertake any such activity and participation will be on the basis of the parents willingness to pay the charges.

Parents/carers are able to claim remission from such charges in accordance with the guidance below.

Breakfast club

- Charges apply in accordance with the rules laid down in the school's Breakfast Club booking form

After school club

- Charges apply in accordance with the rules laid down in the school's After School Club booking form

Other areas:

Charges apply:

- books and materials belonging to the school that a pupil has lost
- books and materials that a parent wishes a pupil to keep after having been advised of the cost
- activities taking place outside school hours that are not
 - part of the school's curriculum
 - part of a syllabus for a public examination that the pupil is being prepared for by the school
 - part of the school's basic religious education
- property damage – each individual case to be decided upon by the Headteacher
 - full repair costs incurred as a result of wilful or reckless damage to school property by a pupil or parent/carer
 - full recovery of costs incurred by the school as a result of damage caused by a pupil to third party property

No charge applies:

- for activities taking place during school hours except any of those listed above
- for transport during school hours for local sports/curricular activities except for educational visits (including swimming lessons) as detailed above
- for activities outside school hours that are part of the
 - set curriculum including sports matches against other schools / academies
 - syllabus for a public examination that the pupil is being prepared for by the school
 - school's basic religious education syllabus
- for admissions, except in the case of failed appeals where costs may be recovered.

Voluntary contributions

The school may, from time to time, ask parents/carers for voluntary contributions to the school's general funds in order to assist with the provision of resources to enhance their children's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, if the sufficient level of contributions is not achieved, that activity will be cancelled; any monies already collected will be refunded to the relevant parents/carers.

DBS checks

The school will cover the cost of DBS checks for all employed staff.
The school will cover the cost of DBS checks for volunteers.

REMISSIONS POLICY

The school has set aside a small fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Pupils in receipt of the Pupil Premium Grant (PPG) may be offered a reduction of up to 50% of the cost of the trip. Each event will be considered individually by the Headteacher and the reduction will be stated at the consultation letter stage.

Any requests for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the

school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account to be used towards future educational visits.

Excess expenditure will be subsidised by the school fund.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Monitoring and review

This policy will be reviewed annually by the Resources Committee and headteacher.

The next scheduled review date for this policy is Spring Term 2027.