# Greenfields

Community Primary School,
Nursery & Pre-School

# Charging & Remissions Policy

September 2026

## INTRODUCTION

This policy is fully compliant with the following legislation:

- Education Act 1996, section 457.
- Education (School Sessions, Charges & Remissions Policies) ((England) Regs. 1999.
- The School Information (England) (Amendment) Regs. 2012

It has links with the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

## PURPOSE

The purpose of the Charging & Remissions Policy is to clarify for parents and carers, which activities will be provided free of charge and which will require full or partial payment.

Our school values statement confirms our commitment:

- To provide Inspirational learning opportunities, so that every child can achieve their potential, becoming lifelong learners
- To deliver an enriched, meaningful curriculum that engages and motivates children, fostering a love of learning
- To build strong relationships with parents, carers and community partners to maximise learning experiences for all
- To ensure children understand their rights and responsibilities, enabling them to make appropriate behaviour choices, showing care and respect for each other and the world around them
- To create a safe, nurturing environment, in which children strive to be the best they can be and feel pride in their achievements, leaving with self-belief, aspiration and memories to treasure

## CHARGING

**No charges will be made for**:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours (provided by school).
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

**We reserve the right to make a charge for the following activities:**

- **Activities Outside School Hours**

Parents are required to meet the full cost of activities outside school hours and not required by the National Curriculum (time spent on travel counts in this calculation if the travel itself occurs during school hours).

If the income for each activity does not meet the overall cost, such activities may have to be cancelled.

- **Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging but the charge will not exceed the actual cost to school.

If the income for each activity does not meet the overall cost, such activities may have to be cancelled.

- **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for music tuition for individual pupils or small-groups of up to four pupils, since this is an optional extra taught by peripatetic music teachers, and not part of the National Curriculum.

The charge must cover the cost, or a proportion of the costs, for the teaching staff employed to provide the tuition in playing the musical instrument or singing.

- **Sports Coaching**

All children take part in physical education as part of the normal school curriculum. We do not charge for this. We may make a small charge for any additional coaching out of school hours, which is run and organised by qualified instructors, who are not members of the school staff.

The charge must cover the cost, or a proportion of the costs, for the qualified instructors employed to provide the sports coaching.

- **Specific Materials**

Charges may be made for any materials, books, instruments, or equipment, where a parent/carer wishes their child to own them. For example, if parents/carers wanted their children to take a clay model home, there might be a charge to cover the cost of the clay.

- **Lost Equipment, Books etc.**

Parents/carers will be expected to replace or pay for school equipment, e.g. reading books, which has been lost by their child.

- **Breakages and Damages**

The costs (full or partial at the governors' discretion) of wilful breakages or damage to school buildings or property, by a pupil may be charged to parents/carers by the school. The school will seek to recover the full cost of any deliberate vandalism.

## REMISSION

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means. To this end we try to minimise any financial barriers, which may prevent some pupils taking full advantage of the opportunities we can offer.

There may be times when financial circumstances make it difficult for pupils to take part in particular activities for which a charge is made. In these cases, the school may remit charges in full or in part. Parents/carers wishing to apply, in the strictest confidence, for the remission of charges in part or in full, should write to the Chair of Governors at Greenfields, providing full details.

## ADDITIONAL CONSIDERATIONS

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of each term so that parents/carers can plan ahead.
- We have established a system for parents/carers to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a "first pay, first served" basis may discriminate against pupils from families on lower incomes and we will try to avoid that method of selection, whenever possible.

## VOLUNTARY CONTRIBUTIONS

When organising activities to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. If we do not receive sufficient voluntary contributions to cover the cost of transport costs, we may have to cancel a trip. Sometimes a trip may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- tickets to musical events
- outdoor adventurous activities
- visits to school by professionals e.g. authors, musicians, dancers, artists etc

## POLICY MONITORING & REVIEW:

The Finance and Staffing Committee of the governing body will monitor the impact of this policy by receiving an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

This policy will be reviewed annually. **The next scheduled review is September 2027**