



**CLARENDON PRIMARY SCHOOL**

*Together we shine*



## Charging and Remissions

Reviewed:	Summer 2025
Agreed (FGB):	Summer 2025
Next Review Due:	Summer 2026

Headteacher:  
V Chatterjee

## **Charging Policy**

### **Introduction**

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 some individual or small group music tuition.

### **Voluntary contributions**

- ❖ When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat these children differently from any others.
- ❖ If a parent wishes their child to take part in a school trip or event, but is unwilling to make a voluntary contribution, we consider the circumstances and possibly do not allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. Parents who are unable to pay should arrange to meet with the Headteacher & payment plans will be arranged.
- ❖ Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.
- ❖ 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:
  - ❖ Visits to museums
  - ❖ Sporting activities
  - ❖ Outdoor adventure activities
  - ❖ Visits to or by a theatre company
  - ❖ School trips
  - ❖ Musical events
  - ❖ Transport
  - ❖ CR8 lessons
  - ❖ Cookery lessons

- ❖ The 1998 Education Act draws a distinction between the term “Charges” which are considered to be an obligatory cost and “Voluntary contributions” which are self explanatory.
- ❖ Subsidies from various sources e.g. School Fund / voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.

## Nursery Charges

School will charge parents for topping-up additional sessions that are outside of their funded hours. These charges are payable in advance and are calculated based on the individual child's funded and additional hours in Nursery.

## Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

## Swimming

The school organises swimming lessons for all children in years 4 & 5. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity & use Sports Premium to supplement funds that are de-delegated to school from the Local Authority. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part.

### After school activities

The school offers additional activities after school. We reserve the right to make a small charge for these sessions if resources are required or if provided by a third party provider.

## Persistent late collection charges

Our Attendance and Truancy Policy stipulates the charges that parents will incur if children are persistently collected late from school. This is at the schools discretion.

End of School = 3:30pm	3:35pm to 3:45pm	3:45pm to 3:55pm	3:55pm to 4:05pm	4:05pm to 4:15pm	4:15pm to 4:25pm	4:25pm to 4:35pm	4:35pm+
	£5 charge	Additional £5 charge	Additional £5 charge	Additional £5 charge	Additional £5 charge	Additional £5 charge	Additional £5 charge every 5 minutes

For every 10 minute window entered into an additional £5 will be added to the charge. If the time exceeds 4.35pm the rate will increase to £1 per minute.  
 As an example, if a child was collected at 3:52pm then the total charge would be £10;  
 if a child was collected late at 4:31pm then the total charge would be £30;

**Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher may decide it is right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

**Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually or as and when needed by the Finance Committee.

**Other charges**

- ❖ The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying
- ❖ Parents are charged £5.00 per book for lost library books in order to replenish stock. A list of other items can be requested from the School Office.
- ❖ School has a Breakfast Club and pupils are charged 50p per session (this is a voluntary contribution), unless they are in receipt of free school meals, where the sessions are free of charge.

**Remissions Policy**

In some circumstances, the school may not charge for items or activities set out in the Charging section of this policy. This will be at the discretion of the headteacher & governing board and will depend on the activity in question.