



# Chilham St Mary's CE Primary School

## CHARGING & REMISSIONS POLICY

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Policy agreed: October 2024

Policy review: October 2026

*We are a diverse, loving community, committed to providing firm foundations built on God's love and forgiveness for all. Within our family of learners, guided by Jesus' example, we nurture and encourage every individual to have the confidence to achieve their own potential, now and in the future.*

### 1. Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

The school will follow the Government's regulations on charging for school activities and will also adopt the policy as suggested by Kent County council in carrying out these regulations in that:

1. charges may be made as allowed by current education legislation
2. charges for board and lodgings will be remitted to for pupils whose parents are in receipt of means tested benefits
3. Voluntary contributions will be sought from parents to facilitate the coordination of activities during school hours for which charges may no longer be made.

The school day is defined as 8.35am – 3.15pm.

### 2. Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

### 3. Responsibility

The headteacher will ensure that the following applies:

#### 3.1 During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of pupils to play a musical instrument where parents have made such arrangements.

Voluntary contributions may be sought for activities during the school day which entail additional costs, such as a school trip or a workshop provided by an outside organisation. In these

*Love*

*Trust*

*Respect*

*Honesty*

*Forgiveness*

*Perseverance*

circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### **3.2 Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example early morning provision and after school clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Pupils in receipt of pupil premium may be supported to access all of this extended provision.

### **3.3 Residential Trips**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of certain means tested benefits, when costs will be covered by Pupil Premium  
Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity.

### **3.4 Music Tuition**

No charges will be made for instrumental or other music tuition unless the tuition is provided at the request of the pupil's parent; on the understanding it will incur a charge.

## **4. Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through pupil premium, voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Remissions**

In some circumstances the school may not charge for items or activities. This may be at the discretion of the governing body and will depend on the activity in question.  
The school uses the Pupil Premium to subsidise charges for those children in receipt of this funding.

### **Other Charges**

Charges may be made to parents for replacing lost books or for damage to equipment and premises to be repaired. The amount to be charge will be at the discretion for the Headteacher.

## **5. Arrangements for monitoring and evaluation**

The Finance Monitoring Group of the governing body will monitor the impact of this policy every two years.