



Beaupré
COMMUNITY PRIMARY SCHOOL

Charging and Remissions Policy

June 2025

This policy should be reviewed bi-annually

“Together unlocking the potential of every child; inspiring children and changing lives”

CHARGING AND REMISSIONS POLICY

We provide a creative curriculum for children in our care. It is recognised that educational visits enhance teaching and learning.

Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a *compulsory charge* for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

We aim to provide a broad, balanced curriculum for pupils within our care, however it is recognised that many educationally valuable activities have been and will continue to be, dependant on financial contributions from parents. Without financial support the school would find it impossible to maintain the quality and breadth of educational experiences provided for children. (Guidance from DFE-Oct14).

Responsibilities

The Governing Body, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual cases arising from the implementation of this policy.

Charges

We will make a charge for:

Day and part day educational visits: For visits during school time the Headteacher will invite voluntary contributions from parents/carers to meet the cost of the visit. Every effort will be made to keep the costs reasonable. However where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated any differently according to whether or not their parents have made any contribution.

Residential Visits: Parents will be charged for the full cost of the visit including travel, board and lodging, materials, equipment, tuition, entrance fees and insurance. A payment plan will be offered to parents who prefer/need to pay small amounts on a regular basis. This may be personalised to the individual parent if necessary.

Materials and equipment: No charge is made for materials and equipment used in curriculum time, However, where parents would like to retain the finished article, the school reserves the right to make a small charge for the materials used.

Breakages and damages: The Governing Body will require parents to pay for the cost of damage caused by a pupils' behaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced textbooks.

Lettings: The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (refer to lettings policy).

Other Charges: The Headteacher or The Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

External Charges

When a parent directly purchases an activity, service or product provided by an external service provider, parents enter into a financial agreement with said provider, not with the school. This applies even when the aforementioned activity, service or product is provided on school grounds (e.g. after school guitar lessons delivered by a private tutor) or during school hours (e.g. school meals provided by Aspens). This external provider will set their own prices, will charge parents directly* for fees and will pursue any and all debt as they wish.

*In limited circumstances, wherein we would pay such a fee on the parent's behalf (e.g., pupil premium covering the cost of free school meals) we will pay any fees due directly to the service provider.

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 cannot.

Remissions

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made of where parents are in receipt of family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher and will be at their complete discretion but subject to guidance, if any, by The Governing Body. This may involve the school applying for financial support for such activities for any one of a number of local trusts.

Arrangements for Monitoring and Evaluation

This policy will be reviewed bi-annually by the Governing Body and may be amended as appropriate. Any eventuality not covered by this policy will be considered by the Headteacher and The Governing Body and a decision made in line with the LA Policy of Charging.