



Reviewed by Finance Committee: 25th April 2025
Approved by Governing Body: 21st May 2025

Next Review: Summer 2026

St Andrew's Church of England Primary School Much Hadham



'Life in All Its Fullness – Come and See' John 10:10,1:39



CHARGING AND REMISSIONS POLICY

Purpose

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' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for:

- core 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 a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or as 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school.
- entry for a prescribed public examination, if the pupil has been prepared for it by the school.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

2. Activities for which charges may be made

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

- Board, Lodgings and Transport costs (but only those costs) of residential trips deemed to take place during school time

- The full cost of residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

c) Music tuition

Music tuition for individuals or groups of up to four pupils. Charges will be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board, lodgings and transport for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes
Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.
Charges will be made for the board, lodgings and transport component of residential trips	The charge will not exceed the actual cost

3. Voluntary contributions

Our School Budget is not large enough to cover all the exciting opportunities we wish to provide for our children.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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 contribution. This will be at the discretion of the Headteacher in consultation with the Finance Committee on a case-by-case basis. We do not treat these children differently from any others.

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.

The following is a list of additional activities organised by the school, for which parents are asked for a voluntary contribution towards all associated costs. These activities are known as ‘optional extras’. This list is not exhaustive:

- visits to museums and galleries.
- sporting activities which require transport expenses.
- outdoor adventure activities.
- visits to the theatre.
- school trips.
- musical events.
- workshops in school.
- swimming lessons.

4. Remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made, or voluntary contributions requested, may be

offered at no charge or a reduced charge to parents in particular circumstances – see Debt Recovery Policy.

Families facing significant financial challenges will be invited to seek support from school in the form of a bespoke payment plan toward the cost of school workshops, trips and visits. These will be considered on a case-by-case basis by the school governors.

5. 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:

- we consider the financial implications when timetabling school activities for the year to help spread the costs.
- we have established a system for parents to pay in instalments for the more expensive events.
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by:

- Keeping track of the extent to which governor funds are used to fund trips in cases of hardship.
- Keeping track of how the Trips Donation fund is used to fund trips in cases of hardship.
- Being informed by the Bursar if the number of parents not paying the voluntary contribution reaches a significant level.
- Being informed by the Headteacher if any trip or event has had to be cancelled due to non-payment.