

Learn. Grow. Achieve. Flourish.

'I instruct you in the way of wisdom and lead you along straight paths.' Proverbs 4:11

Love. Respect. Peace. **Wisdom**. Responsibility. Honesty. **Forgiveness**. Resilience. Perseverance.

St Mary's Church of England Primary School



Learn. Achieve. Grow. Flourish.

Charging and Remissions Policy

POLICY: Charging and remissions policy
APPROVED BY: Headteacher
APPROVED DATE: November 2025
REVIEW DATE: November 2026

This policy is statutory and recommended to be reviewed annually

School Vision

As a Church of England school, we value and are ambitious for all children and are committed to providing a positive, safe and stimulating environment for them to enjoy and excel in their learning; grow in confidence, resilience and independence; achieve their full potential and flourish as individuals.

'I instruct you in the way of wisdom and lead you along straight paths' (Proverbs 4:11)

1. Aim

The aim of this policy is to set out the circumstances under which voluntary contributions will be requested from parents, what remissions may be made and what charges will be made by the school.

2. Responsibilities

The Headteacher under the direction of the Governing Body of the school is responsible for determining the content of this policy; the Headteacher is responsible for implementing the policy.

3. Publication of Information

This policy is published on the school website.

4. Charging for breakages and replacements

The governors will make the full charge to parents for:

- Breakages and replacements because of damages caused wilfully or negligently by pupils to property or equipment.
- Lost or damaged library books or other reading books.

5. Charges for educational materials

A charge will be made for any materials, books or equipment that the child's parents wish him or her to own.

6. Voluntary Contributions

The Governing Body of St Mary's recognises the valuable contribution that a wide range of additional activities and experiences can make towards pupils' education and aims to provide such activities as part of a broad and balanced curriculum. The Governing Body reserve their right to invite voluntary contributions for the benefit of the school, or in support of an activity organised by the school, whether during or outside school hours. In practice the most likely of these will be:

- The cost of trips and excursions that are organised by the school and take place in school hours.
- The cost of educational experiences that take place within the school but are provided by outside companies, such as travelling farms, theatre companies or workshops that support the curriculum.
- The cost of or donations of food (to be eaten by the children in school) to enhance a particular topic the children are studying, such as a World War II tea or a feast in ancient Egypt.
- The cost of swimming transport in the year group.
- Ingredients and materials: ingredients and materials for practical subjects, such as cookery, where parents have indicated in advance that they wish to receive the finished articles.

7. Residential

Residential visits may be organised. These events are in addition to the usual curriculum provision but, although they offer a plethora of educational and social experiences, they are not a necessary requirement for the curriculum at St Mary's.

Residential visits are funded somewhat differently from most curriculum-based activities in that a holding deposit is paid to the company hosting the residential and any claims for refunds must be made through the company, not through the school.

Once a family has secured a place for their child it is expected that this place will be upheld. Only in emergencies, ill-health (e.g. a broken limb) or sometimes (at the family's and company's request) will any exception be made.

Pupil Premium funding does apply to residential as we are aware that many children in receipt of this funding do not normally have access to this kind of experience.

Each claim for a refund, for those residential organisations offering this, will be taken individually and assessed against the policy. This will not be made through the school – see below.

8. Refunds

Once payment has been made to a company/organisation for a place on an educational visit no refunds will be made by the school to a child who is then unable, for any reason, to attend. This is due to the cost of the trip having been calculated on the number of individuals attending and pre-payment to the company/organisation in advance.

9. Remissions

Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no child will be excluded because their parent is unable to pay. Pupils will not be treated any differently according to whether their parents have contributed in response to the request.

10. Pupil Premium

The Governing Body may wish to remit in full or in part the cost of activities for parents in the case of family hardship or for children in receipt of Pupil Premium Funding where it is determined that the activity/event is of education, personal or social benefit and something which the child would not otherwise have access to under normal circumstances. Parents who have difficulty meeting any charges should discuss the matter in confidence with the inclusion team or the Headteacher.

11. Late Collection of Children

School finishes at 3:30pm. Children who have not been collected by 3:40pm will be taken to the front office. If the parent is going to be late, they **MUST** phone the school to let us know. A charge of £5.00 will be made if the parent has been late (after 30 mins) without notice on three occasions. Likewise, a £5.00 charge will apply if the parent is persistently late to collect their child. The charge will apply on each occasion.

12. Letters and Paperwork

Due to the high number of letters that the school constantly needs to produce for families needing proof of residency, proof of school attendance and the requests made for passports, visas and benefits a charge will be made for these purposes. For all letter requests a £5.00 charge will be made, £2.00 for pupils in receipt of Pupil Premium Funding. For all passport/visa/form-filling requests a £5.00 charge will be made. No paperwork will be completed until payment has been made. These payments will be accounted for in school fundraising and used to benefit the children.

13. Equal Opportunities Statement

This policy applies to all and does not unlawfully discriminate because of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

14. Monitoring and Review

This policy will be monitored by the school governors and reviewed triennially, or as new legislation/ school circumstances determines.

15. Monitoring and Review

Reviewed: November 2025

Ratified by the Governing Body and signed by the Chair of Governors.

Name: _____ Signature: _____

Date: _____