



CHARGING AND REMISSIONS POLICY

Document Owner:	Fiona Milne, Headteacher		
Approval Body:	Board of Trustees		
Version Number:	1		
Version Issue Date:	September 2025	Effective Date:	September 2025
Review Frequency:	Annual		
Method of Dissemination:	Electronic publication via website		
For Use By:	Membership and all staff where applicable		

Version History:

Version	Date	Author	Reason
V1	September 2025	Fiona Milne Headteacher	New policy format

ADDITIONAL ACTIVITIES ORGANISED FOR STUDENT'S CHARGES AND REMISSIONS

1. INTRODUCTION

Sapientia Education Trust (**the Trust**) and Attleborough Primary School (**the School**) recognises the valuable contribution that a wide range of activities, including clubs, trips and residential experiences can make towards a students' personal and social education.

They aim to promote and provide a broad range of activities for the students both as part of a broad and balanced curriculum and as additional optional activities. They do, however, reserve the right to make a charge for certain activities organised by the School from time to time.

2. CHARGING

2.1 Optional Extras

The School endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost and asked to make a contribution. Many trips out will only take place if they can be funded by voluntary contributions from parents. On these occasions, there is no obligation to contribute, and pupils will not be treated differently according to whether or not their parents have made a voluntary contribution.

Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its total cost, and the number of participants. This charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of; the students' travel cost; the students' board and lodging cost; materials, books, instruments, and other equipment; extra staff costs; entrance fees to museums, castles, theatres etc.; insurance costs; the expenses of participating teachers engaged on a separate contract to provide an 'optional extra'.

- If an activity cannot be funded without voluntary contributions this will be made clear to parents and carers at the outset.
- The Governing Body or head teacher must also make it clear to parents that there is no obligation to make any contribution.
- No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay.
- The school must make it clear that if insufficient voluntary contributions are collected the activity must be cancelled.

2.2 Charging for Residential Activities

If the activity is during school hours, charges will be made for the board and lodging element of such activities, and parents/carers will be asked to make a voluntary contribution toward travel expenses and entrance fees etc.

Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each student; no other cost will be covered by the charge.

2.3 Materials, Equipment and Ingredients

The Trust reserves the right to ask for a voluntary contribution towards the cost of materials, equipment and ingredients relating to activities taking place in school hours, for example during design, art and food lessons for students.

It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment, or clothing for activities which take place outside school hours and which are purely voluntary and optional. (It remains the parent/carer's responsibility to supply school uniform including PE kit).

2.4 Examination Fees

Where a student wishes to enter a public examination for a musical instrument or a prescribed examination for which he/she has not been prepared by the School, the School may make a charge for the cost of entering the student for the examination if previously agreed by the parent/carer.

2.5 Music Tuition

There is a charge for individual tuition in the playing of a musical instrument whether in or out of the school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.

2.6 Community Users

The School may arrange to let its premises and facilities to members of the local community and other organisations such as the Local Authority, businesses, charities, and sports clubs. See Lettings Procedure for additional information.

2.7 General

The cost of repairing damage and replacing school property or equipment (lost, defaced, or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Students are advised not to bring valuable items or money into school and that the school takes no responsibility for any items lost or stolen.

The School may from time to time amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Trust from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

REMISSIONS

Parents/carers may apply to the school for remission charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis. Where appropriate, consideration will be given to the use of Pupil Premium Funding towards the cost of activities or other charged provision.

In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.

When arranging a chargeable activity, parents/carers are invited to apply in confidence for the remission of charges in part or in full. If requested, proof of income will need to be provided.

At the discretion of the Headteacher, parents/carers in receipt of one of the following may be given full or part remission of charges:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit provided not also entitled to Working Tax Credit and have an annual gross income of no more than £16,105 as assessed by Her Majesty's Revenue and Customs
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal credit in prescribed circumstances
- The guarantee element of State Pension Credit
- Other exceptional circumstances not falling within the criteria listed above.

Authorisation of remission will be made by the Headteacher on behalf of the Trust. All parents/carers, however, will have the right of appeal to the Trust.

Refunds Policy School Trips

If a child is unable to attend a school trip due to illness, a full refund of the trip money will be made.

If a trip has to be cancelled parental contributions will be refunded.

If contributions to an activity exceed the total cost a refund will be given if excess is over £2 per child.

Excess income less than £2 per child will be paid into school fund account. Excess of expenditure will be funded by school fund.

Music Lessons

Refund for music lessons will only be made if the lesson is missed due to absence of the music teacher or closure of the school.

Refunds will not be made if the child is ill or on holiday.

The refund will be made by credit against future music lessons.

School Dinners

Refunds will be given for school meals if notification is received prior to 9.30am on the morning of the cancelled meal. Refunds will take the form of credit against future lunches.

After School Clubs

Where the school is responsible for collecting payments for After School Clubs, refunds will be given if the session is missed due to absence of the provider or closure of the school.

Refunds will not be made if the child is ill or on holiday.

The refund will be made by credit against future music lessons.