



Dundale Primary School & Nursery

‘Belonging, Achieving, Flourishing’

Charging & Remissions Policy

Policy Review	
Review schedule	Annual (April Review for September changes)
Date of Last Review	April 2026
Date of Next Review	April 2027

The Ridgeway Learning Partnership is committed to equality of opportunity for all pupils, staff, parents and carers. Policies have been written and reviewed with due regard to the Equalities Act 2010.

Scope

The RLP is at the heart of the community, delivering an inclusive education to students of all ages. Our mission is to embrace challenge and to celebrate success in all that we do by striving for every learner to reach their full potential. The culture that we have in our schools means that they each retain their distinctiveness but learn and grow together and remain collectively responsible for providing all students with exciting and inspiring opportunities.



Dundale Primary School & Nursery

CHARGING & REMISSIONS POLICY

General

The Education Reform Act (1988) requires school governors to notify parents of their policy in relation to “charges” for certain activities.

Introduction

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, day trips, visiting experts and residential experiences can make towards pupils’ education.

The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and to make the most of every opportunity to enthuse and engage the children in their learning. The Governors would therefore wish to ensure all children have access to all areas of school life regardless of their parents’ / carers’ ability to pay.

All education during school hours is free. We do not charge for any activities provided as part of the National Curriculum; however, we may ask for a voluntary contribution.

The Governors recognise their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will aim to:

- keep costs to a minimum when planning educational activities
- inform parents as early as possible of school trips and activities so that parents can plan ahead
- provide an electronic payments system which allows both debit and credit cards to be used
- where it is prior to an event, provide the opportunity for parents to pay in instalments where the cost is greater than £40
- where the amount is greater than £20 and the trip or event is announced at short notice (less than 2 weeks), arrange for payments by instalments beyond the date of the event if required
- not offer opportunities on a “first pay, first served” basis which discriminates against pupils from families on lower incomes.

Permitted Charges

Charges will (or may) be made as indicated. The parental agreement will be obtained before a charge is made. Charges will not exceed the actual cost (per student) of the provision

The Governors are permitted to charge and parents will be expected to pay for the following:

- ✓ Board and lodging on residential visits.
- ✓ Individual or group tuition in playing a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus or a prescribed public examination or is required by the National Curriculum).
- ✓ Optional extra activities which take place wholly or mainly outside school hours (including breakfast and afterschool clubs and Nursery Lunch club where the nursery child is not entitled to 30 hours of government funding).
- ✓ The cost of any scrutiny of examination results if so requested by parents.
- ✓ The cost in cash or kind of ingredients and materials needed for practical subjects if parents have indicated in advance a wish to own the finished product.
- ✓ Transport - Parents may be required to meet the cost of transport from home to an activity sanctioned but not provided by the school.
- ✓ Activities arranged by third parties during school hours - A "Third Party" is somebody other than the school. A Third Party who arranges an activity during school hours may make a charge for their services to the parents of the students who are released to participate.
- ✓ The cost of wilful or malicious damage to property or equipment. Each incident will be dealt with separately and will be at the Headteacher's discretion.
- ✓ Certain early years provision not covered by Government funding.

Voluntary Contributions

Voluntary contributions may be sought from parents in support of any school activities that enrich the curriculum and educational experience of the children. These activities, which could include trips, visiting experts, arts performances or practical activities may take place in or out of school time, residential or not.

These contributions must be genuinely voluntary.

It is a statutory requirement that the terms of any request make it clear

- (a) that there is no obligation to contribute
- (b) that students will not be treated differently according to whether or not their parents have contributed

All contributions are voluntary but due to budgetary restrictions if we do not receive sufficient financial support as requested by the school then, in fairness to all, the activity may not take place. The school may decide to fund costs in order to support an activity. If the activity does go ahead, it may include children whose parents have not paid a contribution. In this case the other parents are not paying any part of these children's costs. These children are not treated any differently from others.

There is no limit to the amount of the contribution or to the use which can be made of it, provided that parents are aware of that use when they contribute.

Refunds

Refunds will be made in the following instances:-

- a. Overpayment of more than 5% of the cost of the trip

If a child cannot attend on the day for whatever reason, contributions paid in advance are deemed non-refundable. If, however, the school can obtain a refund on any element of the total amount contributed by the parent, it will endeavour to do so. The school will attempt to claim a refund for students who withdraw from an activity due to medical reasons with supporting evidence.

A refund will be offered to parents where the costs of a trip or activity is less than expected and there is a surplus of more than 5% of the total cost or £5 per person (whichever is the greater). Refunds will not be made where a deposit is required to secure a service or the overpayment amount is less than £5.00 per student.

Remissions

In order to remove financial barriers for disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be reviewed.

The charges relating to the board and lodging component of a residential trip, where it is deemed to take place within school hours, or is required through the National Curriculum (and so can be charged as opposed to a contribution), or the charge for individual or group peripatetic music tuition outside of the curriculum, may be remitted where parents are in receipt of:

- ✓ Universal Credit - if you apply on or after 1 April 2018 your household income must be £7,400 a year or less (after tax and not including any benefits you get)
- ✓ income-related Employment and Support Allowance
- ✓ support under Part VI of the Immigration and Asylum Act 1999
- ✓ the guaranteed element of Pension Credit
- ✓ are in receipt of income-related Employment and Support Allowance

- ✓ receive the guarantee element of Pension Credit
- ✓ meet criteria set out in separate guidance for [families with no recourse to public funds](#)

The Governing Body recognises that there will also be cases of family hardship that would make it difficult for some pupils to participate in activities for which there is a charge or voluntary contribution. In all cases, parents are advised to contact the Headteacher as soon as the notice of the charge or contribution has been issued. The Headteacher will have discretion to consider each case and will endeavour to remit those they feel necessary or seek an alternative source of funding.

Free School Meals

Information regarding free school meals is provided to parents/carers of all new starters and is also available on the school website.

Refunds for free school meals may only be backdated to the date of the most recent successful application to cover the cost of the meals whilst the application is being processed. If the eligibility for free school meals is removed, the school reserves the right to charge for meal provided between the loss of eligibility and notification to the school.

Arrangements for monitoring and evaluation

The Local Governing Body will monitor the impact of this policy through financial reports.