



Reviewed October 2025

Date for next Review October 2026

Leintwardine Endowed C.E. Primary School

Charging and Remissions Policy

Introduction

This policy reflects our Christian foundation and our school ethos which are at the forefront of all that we do.

Our School Ethos:

Whilst truly embedding ourselves in the heart of the church and surrounding community, we provide outstanding learning opportunities for all their children and their families.

"Letting our Light Shine" Matthew 5:16

Our aim is for each child to:-

*Achieve their potential
Become independent
Connect with their Community
Develop Resilience*

Aims and objectives

At our school we provide a rich and varied learning environment and a broad curriculum that allows children to develop their skills and abilities to their full potential.

We do not charge for any day to day activities undertaken in class as part of the National Curriculum. There are occasions when we ask for a contribution towards the cost of transport, additional materials or an external speaker. We acknowledge that some families might be experiencing financial hardship and find it difficult to make these contributions. We will make sure that all children are able to take part in these activities.

Non-residential trips

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. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. 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, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums and nature reserves
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events.

Residential trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the head teacher (see the section below on remissions)

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. However children may have additional instrument tuition provided by an external teacher. This is charged for. The school office holds details concerning current instrument tuition fees.

Swimming

The school organises swimming lessons for all children in school. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of transport to the pool. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Activities outside school hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards transport.

After school clubs

For all other activities outside of school hours that are enrichment activities, a small charge is made. This charge partly covers the cost of the club leader's time and any additional materials that are needed.

Damage/loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the head teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and form part of our separate Lettings policy

Other charges

The headteacher or Finance, Premises and Personnel Committee may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

Families qualifying for 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 will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

- Children eligible for free school meals
- Children in receipt of the Pupil Premium grant
- Families in crisis.

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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents/carers can plan ahead
- We have established a system for parents/carers to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- 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 receiving an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.