

Charging and Remissions Policy

The Beeches Primary School



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Version:	2.3
Approval date:	Sept 2026
Next revision date:	Sept 2027 annually

Approving / revision body lead:	Governing Body / Headteacher
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Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body and will be reviewed annually or earlier if necessary.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- 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 at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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 at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to 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.

Optional Extras

The school may charge for certain activities that are defined as optional extras. These may include education provided outside school hours that is not part of the National Curriculum, a prescribed examination syllabus or religious education, as well as certain extended-day activities.

Participation in an optional extra is voluntary and parental agreement will be obtained before a charge is made. Charges will not exceed the actual cost of providing the activity to participating pupils.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, the school may charge for board and lodging costs. Where applicable, parents/carers who meet the relevant eligibility criteria will be informed of any remission available. A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There may be a charge, at the school's discretion, for individual and group music tuition if this is not part of the National Curriculum.

Clubs (Before & After School)

Charges for clubs apply only to those considered optional extras. Participation is voluntary and charges must reflect the actual cost. No child will be excluded from educational provision due to inability to pay. The school offers a range of extra-curricular clubs. Clubs are outside of the normal school day and are sometimes chargeable. Where charges apply, the school will seek to keep costs affordable. Financial support or remission may be available for eligible pupils, including pupils eligible for Pupil Premium funding, in accordance with the school's remission arrangements. Parents/carers experiencing financial difficulty are encouraged to contact the school in confidence.

School Dinners

There is a standard daily charge for school meals, which is published to parents/carers. Payment should be made through Arbor. Refunds or credits will be given where appropriate in cases of absence.

Pupils who are eligible for benefits-related Free School Meals will receive their meal free of charge. All pupils in Reception, Year 1 and Year 2 are also currently entitled to a free school meal under the Universal Infant Free School Meals scheme. Entitlement will be applied in accordance with current Government requirements.

Attendance Penalty Notice

The school follows current Government and Local Authority requirements in relation to penalty notices for school attendance. Please refer to the school's Attendance Policy for further information.

Late Collection

The school reserves the right to charge parents or carers if they are over 15 minutes late collecting their child from school. A letter must be issued by the school office as a receipt of payment. The late collection fee is £12 but reduces to £5 if the child is collected before 3.30pm.

The late collection fee is intended to recover costs incurred by the school and is not punitive. The school

will consider individual and exceptional circumstances before applying a charge. Parents/carers may raise concerns about a charge through the school's complaints procedure.

Fines for Loss or Damage of School Property

The school reserves the right to seek payment from parents/carers for school property that has been wilfully or negligently damaged or lost. Any charge will be reasonable and will not exceed the cost of repair or replacement. The school will consider individual circumstances before deciding whether a charge is appropriate.

Remissions Policy

The school is committed to ensuring that financial circumstances do not create unnecessary barriers to pupils participating in school activities. Where charges are permitted, the school may offer full or partial remission, financial assistance or extended payment arrangements to eligible families. Parents/carers experiencing financial difficulty are encouraged to contact the school in confidence. For residential visits where education is provided during school hours, remission of board and lodging charges will be applied where required by legislation and Department for Education guidance. Eligibility will be determined in accordance with the current statutory requirements and Department for Education guidance, including the prevailing eligibility arrangements for benefits-related Free School Meals. The school will ensure that parents/carers are informed about support that may be available when contributions or charges are requested.

Payments

The school uses Arbor to take payment from parents and therefore cash is no longer accepted for payments towards school trips or meals. There will be an allowance for exceptional circumstances to ensure payments are received.

Any concerns or complaints regarding charges or the application of this policy should initially be raised with the Headteacher. Where a matter cannot be resolved, it may be considered through the school's Complaints Policy.