Pitmaston Primary School
Charging and Remissions Policy

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Purposes

1. This Charging and Remissions Policy covers charges relating to educational and non-educational activities.
    a. School visits, which are planned to support classroom work, offer the pupils firsthand experience of topics being studied. This firsthand experience is an invaluable aid to the learning process. Visits also offer opportunities for the development of confidence, independence, responsibility for self and others, and a sense of adventure, which are not available in the same way in school.
    b. Extended visits over several days undertaken by the older pupils offer a very special opportunity for social, physical, emotional, and intellectual development outside the usual home/school environment, which would otherwise not be possible.
    c. Practical activities such as cookery, and work in art/craft and design technology, are important, and offer special opportunities for active learning and the development of cross-curricular skills.
2. The following guidelines set out the financial arrangements, which will apply when the above activities are under consideration.

Guidelines

1. General Principles

The school wishes to provide the best possible educational opportunities available within the funds allocated by the Department for Education (DfE). The law states clearly that education during normal school hours is to be free of any compulsory charge to parents/carers, and the school fully endorses that principle. It is recognised, however, that many educationally valuable activities will be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. Where specialists are involved, or activities are organised to further enhance the curriculum provision, parents may be asked for a voluntary financial contribution.

The school's concern is to keep financial contributions for additional activities reasonable and kept to a minimum to ensure as far as possible that all students can take part, regardless of their circumstances. Any calculated contribution will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils participating. Donations from the Parent Association, Friends of the School, or any outside organisation will be taken into consideration when

calculating the cost. There will be no levy, on those who contribute, to support those who can't or won't.

The school will make clear the criteria to allocate places on any activity before requesting any contribution from parents/carers as part of any information sent out to them. Explaining if insufficient funds are available for an activity requiring a voluntary contribution, it may be necessary to cancel the activity, and parents/carers will be informed of this when the contribution is requested, and any monies returned promptly. The school will decide on an appropriate level of income necessary for the activities to take place or insufficient funds to proceed with it in full.

The main exception to this is music tuition covered under The Charges for Music Tuition (England) Regulations 2007, which sets out the conditions for charging for playing a musical instrument, including vocal tuition. The school will clarify this when informing parents/carers. This is not chargeable if it is part of any curriculum activity.

2. Charges relating to Educational Activities

Payment should be made via School Money as a school; we are working towards being cashless to minimise potential risks.

Type of Activity	Request from parents/carers
Day trip (curriculum) Visits during school time required for curriculum reasons, or for Religious Education	Voluntary contribution
Day trip (optional, outside of hours) Visits which are not specifically required for curriculum reasons or Religious Education taking place outside school time	Charge for Allowable Costs[1]
Optional Activities (outside of hours) For example – cookery club after school	Charge for Allowable Costs
Residential Trips[2]	Charge for Allowable Costs
Classroom Materials (to own) Where the parent has indicated in advance that they would like to own the finished product	Charge for Allowable Costs
Classroom Materials (for practical activities such as cookery, DT etc.)	Voluntary Contribution

3. Letter requesting voluntary contributions

The letter requesting a voluntary contribution will,

- Explain the nature of the proposed activity.
- Explain its value in educational terms.
- Indicate the level of contribution required.
- Emphasise that there is no obligation to contribute, and that no pupil will be omitted from the activity because his/her parents/guardians are unwilling or unable to pay.
- Indicate the activity may not take place if not enough contributions are received.
- The method of voluntary contribution is to be made.

4. Remissions

The school will allocate specific funding for each child who is eligible for targeted income related free school meals. This funding can be used to pay for extra-curricular activities for those children. When this involves a residential visit, the parent will be asked to contribute the cost of the deposit which is nonrefundable in the event that the parent withdraws the child from attending. This funding does not apply to those children in receipt of expanded free school meals or universal infant free school meals.

A request for support for educational visits should be made in writing to freeschoolmeals@pitmaston.worcs.sch.uk

5. Charges relating to Non-Educational Activities

Wherever possible, the school will require payment in advance of the service being provided and if not paid, this can lead to refusal of the service below, using a cashless method if possible.

Lettings

Hall Hire	£15 per hour
Extended Services Hire	£15 per hour
Holiday Club Hire	£100 per day

Wraparound Provision

The school provides a wraparound service from 8.00 AM to 6.00 PM. Please read our <Wraparound provision policy> for all information concerning this.

Photocopying

A4	B&W	£0.10
	Colour	£0.15
	B&W	£0.15

A3	Colour	£0.25

Use of and charging for photocopying is at the discretion of the headteacher.

Telephone Calls

Staff using the school telephone may do so at the normal telephone cost. Charging for calls is at the discretion of the headteacher.

Breakage and Fines

A charge will be levied in respect of willful damage, neglect, or loss of school property (including premises, furniture, equipment, books, or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher or member of the Senior Leadership Team may decide.

This also applies to third party property where the repair or replacement cost has been recharged to the school. In such cases the full cost will be passed onto the individuals involved.

Penalty notice (fines) for unauthroised absence will follow the Worcestershire County Council policy, under Government regulation "The Education (Penalty Notices) (England) (amendment) Regulations 2024", which may be updated from time to time without notice.

6. Authorisation

The policy will be reviewed annually by the Governing Body and no later than 13 months after date on this document.

Policy agreed by the governing body, and minuted on 01.10.2026

Approved (Chair of Governors) ……

Approved (Headteacher) ……..

Review policy on: Autumn term 2027 or no longer than 13 months from the date of policy being agreed to.

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[1] Allowable costs include:

1. The pupil's travel and subsistence costs
2. Materials, books, instruments, and other equipment
3. Teaching and support staff if employed to accompany the visit
4. Entrance fees to museums, castles, theatres etc.

[2] Charges will be made for board and lodging, except for those pupils entitled to remissions – see section 4. Parents will be charged for all allowable costs[1] when the number of school sessions missed by the pupils totals half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.