

School Policy for Charging and Remissions for School Activities



Bishop Road Primary School

Adopted by: Full Governing Body

Adopted on: 25.9.2025

Review date: September 2026

This policy has been written with consideration of the following school policies:

- School Equalities Plan, Positive Relationships & Behaviour, Uniform and Curriculum Policies

This is the policy of the Governors of Bishop Road Primary School prepared and issued pursuant to the Education Act 1996 sections 449–462 on the charging of parents/carers and pupils for school activities. It is issued in accordance with the statutory regulations currently in force and is subject to regular review.

Rationale

- All education during school hours is free.
- There is no charge for any activity undertaken as part of the national curriculum.
- All children at Bishop Road Primary School should be given the opportunity to experience a wide a range of educational activities as is deemed reasonable for their age and aptitude.
- No child shall be excluded from any activity solely on the basis of additional cost to that child's family.
- The Staff and Governors are committed to the provision of equal opportunities in the area as is all areas of school life.

Practice

When organising school trips, visits or visitors and other activities to enrich the curriculum and educational experience of the children, the School may invite parents/carers to contribute to the costs by letter. All contributions are voluntary. If sufficient voluntary contributions are not received the activity may be cancelled. If the activity goes ahead it may include pupils whose parents/carers who have not paid any contribution. These children are not treated differently from others. No form of budgeting will be undertaken in order to subsidise those children whose families cannot afford to pay. Families who cannot afford to pay may in the confidence of the Head/Deputy Head Teacher be subsidised from school funds. The cost of accompanying adults will be met from school funds.

1. In School Activities

Activities which take place in school and which produce an end-product (e.g. pottery, art, craft, science, model making, cookery) shall be provided for the children where appropriate. The school reserves the right to request, in advance, voluntary contributions from parents to recover the cost of any materials or items, or to request that parents provide materials or ingredients. Items that have been made by the children shall be taken home as appropriate.

2. After School Activities

Activities which the children attend on a voluntary basis, after school hours, shall be provided at the discretion of the Head Teacher. Charges may be made for any activities which do not come within the definition of Section 106(4) of the Education Reform Act 1988 or the DFES circular 2/89 and subsequent national legislation. For example, clubs requiring special equipment such as pottery, badminton or recorder club where the purchase of instruments and music is required. Payment for after school activities will be required when external tutors are involved.

3. Out of School Activities

Activities which are wholly or partially (i.e. more than 50%) out of school hours, excluding residential trips, may be charged in full. Parents may be asked for a voluntary contribution for activities which are partially out of school hours and for the cost of residential visits, excluding board and lodging. Board and lodging for residential trips will be charged at the full rate except where a remission charge applies (see below). Parents will be notified well in advance of such planned activities and their cost and asked to make a voluntary contribution. It will be made clear that unless these voluntary contributions are made the trip may not be financially viable. If at the Head's discretion the cost of the visit cannot be met by reasonable school subsidy, it will be cancelled and parents reimbursed accordingly. Instrumental tuition which is given by a LA peripatetic music teacher will be charged at the LA's agreed rate. Parents will be required to pay such music fees two terms in advance or by standing order.

4. Remissions

When informing parents about a forthcoming residential trip it should be made clear that those in receipt of the following benefits will be only be expected to make payment for board and lodgings. Applications for remission should be made to the Head/Deputy Head Teacher who will require evidence of the receipt of benefits.

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, provided that working tax credit is not received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £19,995 the guarantee element of State Pension Credit; and an income related employment and support allowance

This information is issued by the Government and is subject to variation. The up to date information can be located on the government website www.direct.gov.uk

5. Damage to Property

The School will seek to be reimbursed, where appropriate, by the parent/carer, for damage to or the loss of school property caused by their child. The Governors reserve the right, at their sole discretion but in accordance with any statutory provision, to make amendments to this Policy from time to time. Any changes will be clearly communicated to staff and parents.