



# THE ABBEY CE VA PRIMARY SCHOOL

## Charging and Remissions Policy

**Reviewed: November 2025**  
**Next review: November 2027**

All education during school hours is free. We do not charge for any activity undertaken as part of the school curriculum with the exception of individual or small group instrumental tuition. The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

### Calculating charges

When charges are made for any activity, whether during the day or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. The principle of best value will be applied when planning activities that incur costs to the school and/or charges to the parents.

### Voluntary contributions

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 these activities. 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
- sporting activities which require transport expenses
- visiting groups
- musical events
- themed history workshops e.g. Ancient Greeks workshop
- Cathedral Education Centre visits
- Residential visit in Year 6

### Residential visits

Parents of children attending residential visits will be charged for board and lodgings (at cost). Parents will then be asked for voluntary contributions towards other costs, e.g. trips / activities whilst on the residential visit.

An expression of interest will initially be sought from parents, in writing, in order to determine the potential costs involved and whether the visit will be able to go ahead.

Once an expression of interest is received, it will be expected that parents are willing to make the contribution required as well as the fee for the board and lodgings.

Where insufficient voluntary contributions are raised to fund a residential visit and the shortfall cannot be made up, then the visit will be cancelled.

Parents who receive state benefits may be exempt from payment or part payment. The school may agree to use Pupil Premium funding to support qualifying Year 6 children. The Headteacher and Governors will consider sympathetically cases of genuine need where families may seek help with these charges and may remit those they feel necessary from the school's budget where cases are presented in advance with as much notice as possible to assist with budget setting.

#### Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for peripatetic individual or small group musical instrument tuition. Parents who qualify for Free School Meals may qualify for remission of music fees subject to their application. We give parents cost details about additional musical instrument tuition upon request.

#### Swimming

The school organises swimming lessons for all children in Year 3, 4 and 5. These take place in school time and are part of the National Curriculum. We make a small voluntary charge for this activity. 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.

#### Out of School Hours learning

A wide range of after-school clubs are run by the school. Where these clubs take place out of school hours, a charge is made to cover the cost of running and session and to pay for coaches. The Headteacher has discretion to reduce / remit fees for certain clubs from the school budget where there is financial difficulty and she feels that attendance is important in ensuring inclusion and enabling participation in a wide range of educational opportunities for the child.

#### Refunds

Refunds will only be granted subject to extenuating circumstances and as agreed by the Headteacher. Children are NOT refunded for days when they have been absent from school, unless at the discretion of the Head.

The Finance Committee of the Governing Body will monitor the impact of this policy by regularly reviewing the income and expenditure of all activities where charges are levied, investigating any shortfall and the funding of it.