



Caring community; Serious about learning

Old Fletton Primary School Charges & Remissions Policy

Version 3 - May 2026

OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

Charges & Remissions

To ensure all the children at Old Fletton Primary School have full and free access to a broad and balanced curriculum.

Linked policies

Curriculum Statement
Freedom of Information Publication Scheme

What is the policy for?

This policy is for all members of the Old Fletton Primary School community so that there is a common understanding about what we expect from our children, families and staff.

Who has devised and contributed to this policy?

This policy was initially devised by the Headteacher and Office Manager and was ratified by Governors.

How will this policy be communicated?

This policy is available on the school website and in the Headteacher's office.

How will this policy be monitored?

The policy will be reviewed every year in line with the policy monitoring schedule.

Introduction

The purpose of this document is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. We do not charge for any activity that is required as part of the National Curriculum or religious education.

This policy has been informed by the document, published by the Department for Education, Charging for school activities: Departmental advice for governing bodies, school leaders, school staff, and local authorities (May 2018).

Voluntary contributions

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip or visit (if costs are incurred). These charges will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who can't. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip or visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not discriminate against these children or treat them differently from any others.

The following is a list of additional activities organised by the school where voluntary contributions from parents are requested. This list is not exhaustive:

- Visits to museums
- Sporting activities which incur transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Travel to school trips for geography, science or environmental education
- Musical events
- Travel to and entry for swimming lessons
- Visitors in school to enrich the curriculum

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside school hours including clubs
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits
- Individual/Group Instrumental Tuition provided at the request of parent / carer
- Breakages

Residential visits

When the school organises a residential visit 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 board and lodging and travel expenses. See remissions for further details.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. Where a peripatetic music teacher teaches an individual or small group, we make a charge for these lessons.

Swimming

The school organises swimming lessons which take place in school time and are a part of the National Curriculum. We make no charge for the tuition but ask parents for a voluntary contribution to cover the entrance fee to the pool and travel expenses.

Football / Sports clubs

The school may offer additional football and other sports clubs after school which are run and organised by external organisations. There is a charge for these sessions.

Breakages

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

Remissions

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Headteacher's discretion but may be referred to the Governing Body for approval. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Freedom of Information Act

Where a request is made for information held by the school under the Freedom of Information Act, the school may charge an amount that reflects the actual cost of compiling the information. The school will inform the person requesting the information what the likely cost will be before preparing the information.