Charging & Remissions Policy

Approved by: Management Committee

Version 3.0

Date of approval: Autumn 2026

Date of review: Summer 2028

Version history

Version	Details
0.1	Summer 2019 ratified *charging & remissions policy* was reviewed by Hansa Panchal, school business manager, and governing body management committee governors. The charge for a voluntary contribution towards stationery was increased to £5 and clarification provided for school meals payments.
1.0	Ratification by management committee governors took place on 22 June 2021.
0.2	Summer 2023 reviewed by Hansa Panchal
2.0	Policy ratified by Governors in December 2023
2.1	Policy updated by David Carlin, Finance Officer, and Jamie Maloy, Headteacher.
3.0	Policy approved by Resources Committee in November 2026.

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1. Introduction

This charging policy has been compiled in line with Department for Education (DfE) requirements and in accordance with section 457 of the *Education Act, 1996*.

The school will ask for a voluntary contribution of £5 per term for general stationery items only. There will be no charge for curriculum-based teaching and learning resources.

2. Admissions

There is no charge for admissions.

3. School meals

There is no charge for children who are entitled to a free school meal or for pupils who are in reception and key stage 1 who are entitled to a universal free school meal. From September 2023, all primary school children in state-funded schools in London will get free school meals for the school year. The Mayor of London, Sadiq Khan is providing the funding as an emergency cost of living support measure.

4. School trips

4.1 Day trips

No mandatory charge will be levied in respect of day trips which take place during school hours or as part of the curriculum. However, the resources ordinarily available to the school through its funding formula do not provide explicitly for such trips. To enable the maximum number of trips to take place a voluntary contribution will be requested. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then the trip will be cancelled. If the activity is cancelled, all monies received will be returned to parents.

4.2 Residential trips

Parents will be charged for board and lodging. Parents in receipt of the specified benefits listed in the DfE guidance *Charging for School Activities October 2014* are able to claim remission of those charges.

5. Activities outside school hours (optional extras)

There may be a charge for certain activities. Please see the termly extracurricular newsletter. Some of these activities are run by third party suppliers; the school is unable to assist with funding for children that wis to attend these activities.

6. Voluntary contributions

We may ask for voluntary contributions for general funds and/or to fund activities that will

enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled, all monies received will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

7. Late collection after school

From September 2023, the school has introduced a late collection child charge of £10.00 per day for parents who continually arrive late after pick up time. Decision on whether to charge parents or waive the fee rests with the Headteacher. Parents have a responsibility to arrange for their child to be collected or sent to after school club. If the child is not collected on time on more than 3 occasions, the child will be referred to social services.

8. Inability or unwillingness to pay

We are committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. If the activity is cancelled, all monies received will be returned to parents.

The identity of the child or parents/carers of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

9. Music tuition

Charges will be made for vocal or instrumental tuition provided either individually or to groups of any size, where the tuition is provided at the request of the pupil's parent(s)/carer(s).

10. Materials & textbooks

Where a pupil loses school text books, or intentionally damages school materials, the parents/carers may be asked to pay for the cost of replacement if it is felt that this is practical to pursue. Parents/carers are advised of this when attending the school tour and all parents are referred to the school policies on the website.

11. Charges for photocopying, postage and collation

With respect to large amounts of photocopying and/or collation of information for Subject Access Requests (SAR) and/or Freedom of Information Requests (FOI), the school reserves the right to charge for its services. These charges will not be above the rate of the direct cost to the school.

12. Damage/loss to property

A charge will be levied in respect of wilful 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 s decided by the head teacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school.

13. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale or charges will be determined annually by the management committee. (Refer to the school *Lettings Policy*.)