



Shipston-on-Stour
Primary School

Charging and Remissions Policy



1. AIMS AND STATEMENT OF INTENT

Shipston Primary School is committed to ensuring equal opportunities for all pupils, regardless of their parents' financial circumstances. This policy has been established to ensure that no child is discriminated against in our offering of school trips, activities, and educational extras.

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.
- Adhere to all legal requirements regarding charging for school activities and meet all statutory guidance from the Department for Education (DfE).

The school will never charge for education provided during school hours and will inform parents on low incomes about the support available to them when asking for contributions.

2. WHERE CHARGES CANNOT BE MADE

In line with the Education Act 1996, Shipston Primary School will not charge for the following:

- Admission applications.
- Education provided during school hours, including the supply of any materials, books, instruments, or other equipment.
- Education provided outside school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or Religious Education.
- Instrumental or vocal tuition if it is required as part of the National Curriculum or other specified syllabuses.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Transporting pupils to or from school where the Local Authority has a statutory obligation, or to other premises for educational purposes arranged by the school.

3. VOLUNTARY CONTRIBUTIONS

The school may ask for voluntary contributions from parents to fund activities, trips, or school benefits that would not otherwise be possible.

- All requests will make it clear that contributions are voluntary and that there is no obligation to contribute.
- No child will be excluded from an activity simply because their parents are unwilling or unable to pay. These children will not be treated differently.
- Parents have a right to know how each trip is funded, and the school will provide this information upon request.

- If insufficient voluntary contributions are raised to fund an activity and the school cannot cover the cost from other sources, the activity will be cancelled. This will be made clear to parents from the outset.

4. ACTIVITIES WHERE CHARGES MAY BE MADE

Optional Extras

Charges may be made for activities known as 'optional extras'. Parental agreement is a prerequisite for any optional extra where a charge is made. These include:

- Education provided outside school time that is not part of the National Curriculum, a public examination syllabus, or Religious Education.
- Materials, books, or equipment where the parent wishes the child to own them (e.g., ingredients for cooking or materials for Design & Technology where the pupil takes the finished product home).
- Board and lodging for a pupil on a residential visit.

Breakfast Club, Wraparound Care and After-School Activities

The school charges for Breakfast Club, after-school wraparound care, and after-school activities. These are considered extended day services and are optional. Charges are set to cover the costs of staffing, materials, food, and administration. The school may also host clubs run by external providers, for which there is a charge.

Music Tuition

A charge will be made for individual or group music tuition provided at the request of a pupil's parent, provided it is not an essential part of the National Curriculum. Charges will not exceed the cost of the provision. No charge will be made for pupils who are looked after by a Local Authority (LAC).

Residential Visits

The school may charge for board and lodging on residential visits, but this charge will not exceed the actual cost. Voluntary contributions will be requested to cover transport costs. Education provided during a residential visit remains free if it is part of the National Curriculum.

Swimming

The school organises swimming lessons as part of the National Curriculum. Voluntary contributions may be asked for swimming lessons to cover transport costs.

Damage to Property and Lost Items

Parents may be charged for the cost of replacing or repairing items that are lost or damaged as a result of a pupil's negligence or poor behaviour. This includes items such as school books and equipment.

5. REMISSIONS AND FINANCIAL ASSISTANCE

The school is committed to ensuring that financial hardship does not prevent pupils from participating in activities.

Residential Visits: Parents who can prove they are in receipt of certain benefits may be exempt from paying the cost of board and lodging for residential visits. These benefits include, but are not limited to, Income Support, Income-based Jobseeker's Allowance, Universal Credit (with a household income below a certain threshold), and Child Tax Credit (under specific conditions). Parents should contact the Headteacher in confidence to apply for this exemption.

General Hardship: The school may set aside a fund to provide assistance to parents in financial difficulty for other visits and activities. Assistance will be allocated on a needs basis, and parents in receipt of the benefits listed above may request support by contacting the Headteacher or school office.

6. REFUNDS FOR SCHOOL TRIPS

The school's policy on refunds is as follows:

- Initial deposits for school trips are non-refundable.
- If the school cancels a trip, parental contributions will be refunded.
- If a trip is cancelled by a third party, or if a parent cancels their child's place, a refund is at the school's discretion and will depend on factors such as insurance cover and whether the place can be filled.
- The school will deal with all cancellations and refunds on a case-by-case basis.