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CRADLEY CE PRIMARY SCHOOL

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# Cradley Primary School

## Charging and Remissions Policy

Vision Statement: Enriching Lives

Policy written by: Adam Greaves

Amended by: Donna Jones

<u>Dates</u>			
Written	Spring 14		
Reviewed	Autumn 25		
Amended			
Next Review	Autumn 26		



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## 1. Introduction

- 1.1 Cradley Primary School adheres to the Local Authority's charging policy, the Education Act 1996 (sections 449-462), the Education Reform Act 1988, and relevant statutory guidance on charging for school activities.
- 1.2 The Governing Body recognises the educational value of additional activities such as trips, clubs, and residential experiences and aims to provide these within a broad and balanced curriculum. However, due to budget constraints, charges may be applied in accordance with statutory guidance.

## 2. Charging for Visits and Activities

### General Principles

Parents will be informed as early as possible about the costs of visits, including:

- Total cost of the visit
- Contributions from school or local authority funds
- Parental contribution required
- Estimated pocket money needs (especially for residential trips)
- Any surplus funds retained for future visits

Early notification helps parents plan financially and understand cost breakdowns (transport, accommodation, food, etc.).

### Visits During School Hours

- Education provided during school hours must be free of charge.
- Voluntary contributions may be requested but must not be compulsory or a condition for participation. Pupils will not be excluded due to non-payment.
- The school may cancel an activity if insufficient voluntary contributions are received.
- The Governing Body may remit the full cost of board and lodging for residential activities during school hours for families in receipt of:
  - Income Support
  - Income-Based Jobseekers' Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit (excluding Working Tax Credit with income not exceeding £13,230)
  - Disability Working Allowance

### Visits Outside School Hours/Optional Extras

- Charges may be made for optional extras, including:
  - Travel costs
  - Board and lodging
  - Materials, books, instruments
  - Non-teaching staff costs specific to the activity
  - Entrance fees



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- Insurance costs
  - Optional extras are activities mainly outside school hours and not part of the National Curriculum or statutory religious education.
  - Parental consent and agreement to charges must be obtained in writing before the activity.
  - Charges must not include subsidies for other pupils.
- 3. Ingredients, Materials, Equipment**
- Charges may apply for ingredients, materials, or equipment used in practical subjects if parents wish to own the finished product.
  - The school aims to include these costs within budget planning where possible.
- 4. Replacement of Broken Equipment**
- Parents may be asked to contribute towards replacement costs for equipment damaged through pupil misconduct.
  - Staff will continue to ensure a safe and well-managed environment to minimise such incidents.
- 5. Residential Trips**
- The "50% rule" applies to determine if a residential trip is inside or outside school hours for charging purposes.
  - If the trip is more than 50% during school sessions (including travel), charges for board and lodging must be remitted for eligible families.
  - If less than 50%, charges apply unless the Governing Body decides otherwise.
- 6. Remissions**
- The Governing Body may remit charges in full or in part for families experiencing financial hardship.
  - Parents are encouraged to discuss remission confidentially with the Headteacher.
  - Decisions on remissions will be made by the Headteacher in consultation with the Chair of Governors.
- 7. Refunds**
- Non-refundable deposits will be required for residential trips.
  - Refunds of balances may be considered by the Resources Committee if the school has not yet incurred costs.
  - The school will take reasonable steps to mitigate financial losses.



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## **8. Parental Permission and Communication**

- Letters about visits will include clear information about costs and voluntary contributions, with a signed slip required for participation, or permission will need to be given on Arbor.
- Example wording:  
"All pupils will need to bring a packed lunch. As travel by coach incurs a cost, we ask for a voluntary contribution of £\_ towards the trip. No pupil will be excluded due to inability to pay."

## **9. Governance and Monitoring**

- The Governing Body will review this policy regularly to ensure compliance with legislation and best practice.
- The Resources Committee will monitor the financial impact of charging and remissions.

## **References**

- Education Act 1996, Sections 449-462
- Education Reform Act 1988
- Department for Education (DfE) Guidance on Charging for School Activities (latest)
- OFSTED Inspection Framework (2025)
- Maintained School Governance Guide (March 2024)
- School Teachers' Pay and Conditions Document 2025