



Thringstone Primary School

Believe and Achieve Together

Charging & Remissions Policy

Approved by the Governing Body:

Adopted on: December 2025

Review December 2028, **or earlier if legislation changes**

Vision and Values

At Thringstone Primary School, our vision is **Believe and Achieve Together**.

Our five core values – **Belief, Respect, Kindness, Resilience and Teamwork** – guide how we teach, learn and support one another.

This policy reflects those values by ensuring fairness, transparency and equal access to educational opportunities for every child.

1. Aims

Thringstone Primary School aims to:

- Ensure all educational activities during school hours remain free of charge.
- Provide clarity about when the school may request contributions or make charges.
- Ensure no child is treated unfairly or excluded due to a family's financial circumstances.
- Manage charging and contributions in a fair, consistent and transparent way.

2. Legislation and Guidance

This policy is based on:

- Education Act 1996
- Department for Education: *Charging for School Activities*
- Equality Act 2010

The school follows all statutory requirements in relation to charging, remissions and access to educational provision.

3. Roles and Responsibilities

Headteacher and Business Manager

The Headteacher is responsible for:

- Implementing this policy and ensuring it is understood by staff and families.
- Ensuring requests for contributions are reasonable and communicated clearly.
- Reviewing financial viability of visits and activities.
- Ensuring systems for financial support are in place for families who need it.

Governing Board

Governors:

- Approve the policy and review it as part of the safeguarding and finance suite.
- Hold the Headteacher to account for fair application of the policy.
- Ensure the school does not charge for activities where charges are not permitted.

School Staff

Staff are responsible for:

- Following this policy when planning activities.
- Ensuring no child is treated differently due to non-payment.

Parents and Carers

Parents and carers are encouraged to:

- Support their child's participation in enrichment activities.
- Speak with the Headteacher if financial difficulty arises.
- Understand that some activities rely on contributions to remain viable.

4. Educational Visits and Contributions

4.1 Educational visits, workshops and activities that enrich the curriculum may require contributions from families.

4.2 Contributions are not compulsory. However, activities can only take place if they are financially viable.

4.3 If insufficient contributions are received and no alternative funding is available, the activity may be cancelled.

4.4 Planned activities are delivered for all children in the class.

4.5 Examples of activities where contributions may be requested include:

- Off-site visits such as museums, theatres or historical venues
- Sporting events requiring transport
- Outdoor and adventure activities
- Visiting professionals and workshops
- Musical or cultural events

(This list is not exhaustive.)

4.6 Standard Wording Used in Communications

To support consistency and clarity, the following statement is used in all trip information:

"For the trip, we ask families to support the cost through a contribution. Without the contributions, the trip will not be able to proceed."

4.7 Consent

Parental consent will always be obtained before any activity requiring a contribution or charge.

5. Residential Visits

5.1 The school may charge for the board and lodging element of residential visits. Charges will not exceed the actual cost.

5.2 No charge will be made for educational activities taking place during school hours or required as part of the National Curriculum.

5.3 Families experiencing financial hardship may request support or remission. This will be handled confidentially by the Headteacher.

6. Music Tuition

6.1 Whole-class music teaching delivered as part of the National Curriculum is free of charge.

6.2 Peripatetic music tuition is delivered by external providers. These providers set their own charges and terms, and families pay them directly.

7. Wilful Damage or Loss

7.1 The school may seek to recover the cost of repairing or replacing property that is damaged or lost due to wilful or negligent behaviour.

8. Breakfast Club (Early Birds)

8.1 Breakfast Club operates as optional wraparound care operated by school. Charges for families are reviewed annually to ensure the provision remains viable.

9. After-School Club (Kids' Cabin)

9.1 After-school childcare is provided on site by Kids' Cabin, an external organisation.

9.2 Kids' Cabin sets its own prices, booking procedures and terms and conditions.

9.3 All payments and arrangements for after-school care are made directly between families and Kids' Cabin.

10. Additional Support

10.1 Families facing financial difficulty are encouraged to speak to the Headteacher in confidence. Support may be available depending on the circumstances and the school's available funds.

10.2 At the Headteacher's discretion, some trips may be discounted for Pupil Premium.

11. Lettings

11.1 Lettings are governed by the separate **Lettings Policy** approved by the Governing Body.

12. Pre-School

12.1 Thringstone Primary School operates its own Pre-School provision on site.

Pre-School fees, session costs and funding arrangements are set separately from the main school and are governed by Pre-School's own charging procedures.