



# ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

*"Learning to love; loving to learn"*

"A new command I give you, Love one another.  
As I have loved you, so you must love one another."

John 13:34

This policy was agreed by the Governing Body on 01.07.2025.

Next renewal date is July 2026

## INTRODUCTION

The purpose of this policy 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 undertaken as part of the National Curriculum plus religious education with the exception of individual or group music tuition if offered. The school day is from 08:45am – 15:30pm Monday to Thursday and Friday 08:45am – 14:15pm

This policy has been informed by 'A Guide to the Law for School Governors.'

## VOLUNTARY CONTRIBUTIONS

When organising school trips or visits which 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).

The level of contribution will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who pay to support those who do not.

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 treat these children differently from any others.

Parents who are in receipt of benefits listed in Appendix A are exempt from payment. Parents in this position should see the Headteacher in confidence or write to inform the Headteacher.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Funding for cases of hardship will come through fundraising and other sources. Parents have a right to know how each trip is funded and the school can provide this information on request.

Sometimes the school pays all or part of the costs in order to support the visit.

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

## 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. Parents who receive state benefits (see Appendix A) are exempt from payment. Parents/carers wishing to claim exemption should contact the Headteacher; all applications will be treated in confidence.

## MUSIC TUITION

All children study music as part of the normal school curriculum and we do not charge for this. If lessons are offered, there is a charge for individual or group music tuition if this is not part of the National Curriculum.

## SWIMMING

The school organises swimming lessons for all children which take place in school time and are a part of the National Curriculum and we make no charge for tuition however the governors may ask for a contribution from parents towards the cost of coach travel to and from the swimming pool. 1

## SPORTS COACHING

On occasions, the school offers additional sports coaching after school time, run and organised by local sports coaches. There is a charge for these sessions.

## 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 Governors' discretion. 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 Governing Body 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 or Deputy 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.

## BEFORE AND AFTER SCHOOL CLUB – THE HIVE

Parents/carers make an agreement with the school for specific sessions of childcare.

The current charges are set out in their table of charges.

Parent will paid for their childcare in advance of the child attending.

The school will review and revise these charges from time to time as necessary to ensure charges made are sufficient to meet the reasonable costs of providing the service.

Parents/carers will be given 28 days' notice of any revised charges.

Parents/carers whose children continue to attend sessions do so on the basis that they have accepted the revised charges and conditions.

## IT SUPPORT/TRAINING – ALL SAINTS' INFORMATION TECHNOLOGY

Schools make an agreement with the school for specific support package/service or training session. The current charges are set out in the table of charges which are available on request, please contact [as-itsupport@allsaints.peterborough.sch.uk](mailto:as-itsupport@allsaints.peterborough.sch.uk).

The school will review and revise these charges from time to time as necessary to ensure charges made are sufficient to meet the reasonable costs of providing the service. Schools will be given 28 days' notice of any revised charges. Schools can cancel their agreement with the school but this must be given with at least 30 days' notice.

## GENERAL

The cost of repairing damage and replacing equipment or books (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

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 will charge an hourly rate that reflects the actual cost of compiling the information and photocopying costs. The school will inform the person requesting the information what the likely cost will be before preparing the information.

## APPENDIX A

- Income Support
- Income Based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit - but no element of Working Tax Credit - and have an annual income (as assessed by HM Revenue and Customs (HMRC)) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Working Tax Credit during the four week period immediately after your employment finishes or after you start to work less hours per week
- Universal Credit with an annual net earned income of no more than £7,400 (as from 1 April 2018)