

Northcote Primary School



Charging & Remissions Policy

September 2025

Review Annually

Adopted by the Governing Body

Signed by Chair of Governors:

Date:

1.1. Introduction

The Education Reform Act (1988) introduced new provisions on charging for school activities. The purposes of these provisions are:

- to maintain the right to a free school education.
- to ensure that activities offered as part of the National Curriculum and wholly within normal school time should be available to all pupils, regardless of their parents' ability or willingness to help meet the cost.
- to give educational authorities and schools the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm that schools may invite voluntary contributions for the benefit of the school or in support of any activity organised by the school, either in or outside school hours.

The Governors believe that activities such as swimming and educational visits (or visitors) are an extension to, and an enrichment of the curriculum. They have adopted the LA Policy of Charging for School Activities, which allows the school to ask for voluntary contributions from parents to support these activities. The policy is reviewed annually.

1.2. Activities that may be charged Charges may be made for the following:

- Individual tuition in playing a musical instrument may be charged for if it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within academy hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made, except for families in receipt of family credit or income support.
- Optional visits or activities occurring outside of academy hours may be charged for in full.
- Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property, which has been damaged or lost because of their child's behaviour. Charges will be proportional for each pupil and will not exceed the cost of the provision. Lessons or activities will not be confirmed until parental or carer agreement has been received, ideally by return of a signed reply slip.

1.3. 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. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If

- a trip goes ahead, it may include children whose parents have not paid the full contribution. We do not treat these children differently from any others.
- 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. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:
 - visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - school trips;
 - musical events.
- For activities defined as “optional extras” under the Education Act 1996, the school will charge for board and lodging, travel, materials, books or other equipment, entrance fees, teaching and nonteaching staff and any other costs for providing the activity. If parents would like their children to take part in such activities but are unable to meet the full cost, financial assistance may be available; the Head teacher is happy to talk to parents in confidence about that possibility.
- If insufficient voluntary contributions are received and the trip is considered by the Head Teacher not to be financially viable, then it will be cancelled and any monies received will be returned

1.4. Remissions

As far as its resources allow, this CDAT academy will support pupils and their families to participate in the full range of activities offered as part of the curricular and extra-curricular provision. This applies particularly to those pupils whose families receive support payments such as those detailed below.

While each case for support will be reviewed sympathetically, and in full confidence, the school/academy itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its students. Pupil Premium money may be used if appropriate. Pupil Premium funding is assessed using the following criteria:

- Ever 6 Free School Meals Children
- Children with no recourse to public funds (NRPF)
- Children adopted from care or who have left care
- Ever 6 service children

Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to apply to the school/academy for some

remission of charges for board and lodging costs during residential and other school/academy trips.

The relevant support payments are:

- Income support
- Income-based Job Seeker's Allowance
- Income-related Employment Support Allowance
- Pension Credit (Guarantee Credit)
- Support under Part VI of the Immigration and Asylum Act 1999

1.5. Extra-curricular clubs/activities

The school offers a variety of extra-curricular clubs and activities. The cost of providing of providing these clubs can vary. The school will charge parents for their child attending, this will be outlined on the initial letter to parents inviting their child to take part. Payment will be made via the schools payment system Parent Pay. The charge will not exceed the actual cost of providing the optional extra and will not subsidise children whose parents won't/can't pay.

1.6. Music tuition

- All children study music as part of the normal school curriculum. We do not charge for this.
- There may be a charge for individual music tuition if this is not part of the National Curriculum.

1.7. School Milk

School milk is provided by 'Diary Link' and is provided free to pupils under the age of 5 and pupils who receive a free school meal (Pupil Premium).

1.8. School Meals

School meals for children whose parents are not claiming free school meals will be charged at **£2.00** per meal

School meals to staff are £2.00 each inclusive of VAT. If a member of staff is on duty or supervising a lunchtime club then the cost of a meal will be waived. Visitors are charged at the discretion of the Head teacher.

1.9. School Trips and Residential

- The school as part of the curriculum will arrange suitable day trips and residential stays, these will be costed by the teacher and School Business Manager. The Parents will receive a letter advising them of the details of the trip and the cost. If the trip costs in excess of £30 then parents/carers will be able to pay in suitable instalments, this will be outlined in the initial letter to parents. Parents will be able to make payments via the school's Parent Pay payment system.
- In the case of Residential trips when school has to make a commitment in advance, any deposit received from the parents will be non-refundable
- Any excess funds will be returned to parents.
- If parents are experiencing financial difficulty they are invited to speak in confidence to the Headteacher

1.10. Swimming

- The school organises swimming lessons for children from Year 3 to Year 6. These take place in school time and are part of the National Curriculum and we ask parents for their written permission for their child to take part in swimming lessons.
- School does not charge pupils for swimming lessons.

1.11. Wrap Around Care

- Before and after school clubs are not a part of the statutory school day provision.
- When an outside operator provides clubs in school before and/or after school they will charge for this. The registration for the club and charges made by the provider are entirely a matter for that provider.

Wrap around care - Charges for this academic school year are:

- Breakfast from 8:00am – 8:45am £2.00

Fees are payable in advance and booking is made through the Parent Pay system.

1.12. Additional charges for items of uniform

The school has various items of school uniform that parents are able to purchase directly from the school office, these items will vary depending on availability, the following charges apply:

- Book Bag £6.49

The above prices reflect the manufacturer's as of September 2025