



# Charging and Remissions Policy

**Reviewed January 2024  
Next review due February 2025**

# **Preston Primary Academy Trust Charging and Remissions Policy**

This policy has been written with the underlying principles of a Church of England school, which applies to Preston C of E Primary School and North Cadbury C of E Primary School.

The aim of this policy is to set out what charges may be made for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

A Charge is a fee payable for specifically defined activities

A Remission is the cancellation of a charge, or part of a charge which would normally be payable

## **1. RESIDENTIAL SCHOOL VISITS**

We are permitted to charge for the cost of board and lodgings during overnight school trips, but the charge will not be more than the accommodation actually costs. Parents who are in receipt of benefits **may** receive support and should contact the school for further information. The list of benefits to which this applies can be found [here](#)..

## **2. MUSIC TUITION**

We are permitted to charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. The charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

We are not permitted to charge:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- Any pupil who is looked after by a local authority.

## **3. EXAMINATIONS**

No charge will be made for entering pupils for public examinations that are on the National Curriculum. However, an examination entry fee is permitted to be charged if

- the pupil wasn't prepared for the examination at the school
- the examination isn't on the National Curriculum, but the school arranges for the pupil to take it
- a pupil fails without good reason to complete the requirements of any public examination where the governing body originally paid or agreed to pay the entry fee

We are permitted to charge for

- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school

#### **4. BREAKAGES AND REPLACEMENTS**

We may charge for breakages and replacements as a result of damages caused wilfully or negligently by pupils or their parents. We will only charge the replacement cost to purchase the same or equivalent item. We will consider waiving the charge in exceptional circumstances e.g. financial hardship.

#### **5. EXTRA-CURRICULAR ACTIVITIES AND SCHOOL CLUBS**

We are permitted to charge for extra-curricular activities and school clubs. The costs per pupil will not exceed that actual cost of providing the activity, divided equally by the number of pupils participating.

#### **REMISSIONS**

In some circumstances, we may not charge for items and activities set out in sections 2 to 5 of this policy. This is at the discretion of the Head Teacher. Parents should contact the school for further information.

#### **VOLUNTARY CONTRIBUTIONS**

There will be some trips or activities which we cannot charge for but which we consider would be beneficial to the pupils and we are permitted to ask parents for a voluntary contribution towards the cost of

- any activity which takes place during school hours, including towards the transport provided in connection with an educational visit
- school equipment

The contribution is completely voluntary and pupils of parents who cannot, or do not wish to, contribute will not be excluded from the activity. If an activity cannot be funded without voluntary contributions, we will make this clear to parents from the outset. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we will cancel the activity.

