

CHARGING & REMISSIONS POLICY

FOR

ST.ANDREW'S COF E PRIMARY SCHOOL / FEERING COFE PRIMARY SCHOOL (ASAT)



	NAME	CONTACT DETAILS
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Date: Signed: February 2026		

Aim

At both St Andrew's and Feering CofE Primary Schools, we aim to make appropriate charges or request a voluntary contribution from parents which enables and encourages the development of a wide range of enriching activities.

1. 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 any contribution.

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. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Swimming lessons
- Outdoor adventure activities
- Musical events
- Visits which require entry or transport expenses

(Please see 50 things lists developed with PCG's at each Trust school to fulfil cultural capital needs relevant to school communities).

2. Residential Visits:

If 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 formal charge for the education. However, we do make a charge to cover the costs of board, lodging and travel. Parents who are eligible for pupil premium can apply to the Headteacher to request support which will be considered on a case by case basis. We may ask for a voluntary contribution towards the cost of travel and educational activity charges in these instances.

3. Musical Tuition:

Here there is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

4. After School Sports' Clubs:

The school may offer additional coaching after school. A qualified coach, who is not a member of the school staff, would run and organise these sessions. They may make a charge for these sessions which could be covered by parents or funding elements such as The Sports Funding Grant.

5. Letting of Premises:

The annual charges are set by the Trust Board, these are reviewed by the Finance and Audit Committee. The conditions of hiring and booking are laid down in the contract.

6. Remissions:

The Trust Board (Finance and Audit Committee) may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Trustees' discretion.

Where the parents of a pupil are in receipt of:

- Income Support
- Income based Jobseekers Allowance: or
- Child Tax Credit, with no Working Tax Credit, at an annual income not exceeding the first threshold level: or
- Supported by the National Asylum Support Service (NASS)

the Trust Board (Finance and Audit Committee) will remit in full the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases for 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 Trust Board (Finance and Audit Committee) 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 on behalf of the Trustees. All parents, however, will have the right of appeal to the Trust Board, normally represented by the Chair or Vice Chair of Trust.