

Harrow Lodge Primary School



CHARGING & REMISSIONS POLICY

REVIEWED: Summer 2025

APPROVED (L&M): Autumn 2025

EFFECTIVE PERIOD: Autumn 2025-Autumn 2026

DUE FOR REVIEW: Summer 2026

RESPONSIBLE PERSON: MS M HAYNES

SIGNED BY CHAIR OF GOVERNORS



1. INTRODUCTION

- 1.1 Harrow Lodge Primary recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' all round educational experience and their personal and social development.

As a general rule, any activity or material that is required as part of normal curricular activities does not incur a cost to parents/carers. Where required, the school reserves the right to charge parents in accordance with the provision of the Education Act 1996.

- 1.2 The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and those items where there may be a charge.

2. CONTRIBUTIONS

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to pay for the trip. If we do not receive sufficient payment, we may cancel a trip.

- 2.2 If a parent does not pay for a trip, we will issue reminders for payment but, if no payment has been received, we will assume that the parent does not wish for their child to attend the trip unless they contact the Head Teacher to discuss a payment plan of some kind. If a parent whose child is entitled to Free School Meals wishes for their child to take part in a school trip or event but is unable to afford the payment, they are invited to write in confidence to the Head Teacher requesting a reduced payment or payment plan.

- 2.3 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.

- 2.4 The following is a list of additional activities organised by the school, which require payment 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
- Musical events
- Visitors into school from outside agencies

- 2.5 When charges are made for any activity, including residential visits, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who **can** pay to support those who can't or won't. In advance of an activity, the actual cost will be estimated and divided by the number of children who are likely to participate. This gives the actual cost per child.

3. RESIDENTIAL TRIPS

- 3.1 If the school organises a residential trip 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 the board, lodging

and travel expenses. If parents are experiencing financial difficulties, they are invited to write in confidence to the Head Teacher requesting a reduced payment if they are entitled to Free School Meals.

4. ACTIVITIES OUTSIDE OF SCHOOL HOURS

- 4.1 No charge is made for activities that are outside of school hours and are part of the Curriculum. However, we may ask for a contribution towards some materials plus activities that are provided by external agencies.
- 4.2 The full cost will be charged to each child for activities deemed to be optional extras taking place outside school hours, such as:
- Theatre and concert visits
 - Breakfast club
 - After-school clubs

5. MUSIC AND VOCAL TUITION

- 5.1 Although the law states that all education provided during school hours must be free, specialist music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument if the teaching is not an essential part of the National Curriculum. Lessons can be for either an individual student or groups of any size appropriate to the lesson and health and safety considerations.
- 5.2 No charge will be made in respect of a 'looked after' pupil. Guidance about charges for music tuition can be viewed on the DfE website.

6. REMISSIONS

- 6.1 Where the parent of a child is unable to meet any of the charges of the school, the parent can apply in confidence to the Head Teacher for the remission of charges in part or full. The Head Teacher, in consultation with the Governors, will make authorisation of remission.
- 6.2 Children who are eligible for Free School Meals may be charged at a reduced rate after consultation with the Head Teacher.
- 6.3 The Head Teacher and Governors will consider sympathetically cases of genuine need seeking help with charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.

7. CHARGING IN KIND

- 7.1 The Governing Body may charge for ingredients and materials, or require them to be provided, if parents have indicated in advance that they wish to own the finished product.

8. MALICIOUS DAMAGE

- 8.1 Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

9. REFUNDS

- 9.1 Refunds will only be granted subject to extenuating circumstances and as agreed by the Head Teacher.

10. MONITORING AND REVIEW

- 10.1 This policy will be reviewed every year. The policy may be reviewed earlier than this if the government introduces new regulations or if there are recommendations on how the policy might be improved.