Belmont Cheveley Park Primary School

Charging and Remissions Policy

Last updated: June 2025

Review date: June 2027

Introduction
The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad & balanced curriculum for the pupils of the school and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.
This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Voluntary contributions for activities as part of the curriculum
When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may, however, have to cancel the activity.
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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow, the school or Friends of The School may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded. School may also consider, on an individual case-by-case basis, partially funding a trip or experience for children in receipt of pupil premium. Support with payments (weekly/monthly etc.) may also be put in place for parents/carers.

Music Tuition
All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular musical clubs provided by the school are also without charge.
There is a charge for individual or group music tuition if this is not part of the curriculum. This charge is paid either directly to the private tutor or directly to the LA Music Service which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year. School will cover the cost of this tuition for those children who we are in receipt of pupil premium funding.

Optional Extra Activities
(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)
It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.
The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;

- visits to the theatre;
- school trips abroad;
- musical events

In addition to these activities, there are also many optional extra activities with no charge to parents and carers (I.e. after school clubs, sporting trips linked with the SSP).

Activities not run by the School or LA

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

Residential Visits

The school organises an annual residential visit for children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Voluntary contributions for these trips are requested from parents. If we do not receive sufficient voluntary contributions, we may cancel the activity. School may also consider, on an individual case-by-case basis, partially funding a trip or experience for children in receipt of pupil premium. Support with payments (weekly/monthly etc.) may also be put in place for parents/carers.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

After school clubs

The school offers a variety of additional clubs after school. Qualified leaders who are not members of the school staff, run and organise some of these sessions, and a small charge may be made for these sessions.

Late booking administration charge

Breakfast Club, Tea Time Club and any chargeable after-school clubs, parents and carers are expected to make bookings using the school's published booking procedures and within the required timescales.

Where a parent or carer requests a place after the booking deadline, and the school is able to accommodate the child(ren), an additional administration charge of £1.00 per child, per session may be applied.

The school recognises that genuine emergencies and unforeseen circumstances can arise. Therefore, the Headteacher reserves the right to waive the administration charge where there are exceptional circumstances, at the school's discretion.

Where late booking requests become frequent or habitual, the administration charge will normally be applied on each occasion, regardless of whether sufficient funds are available on the child's account.

Any outstanding charges relating to Breakfast Club, Tea Time Club or after-school clubs must be paid in full before any further bookings can be accepted. Where an account falls into arrears, the child may not be permitted to attend future sessions until the outstanding balance has been cleared, unless alternative arrangements have been agreed in advance by the Headteacher. The school reserves the right to refuse bookings where there is a persistent history of unpaid charges.

Late collection

The school aims to ensure that all children are collected on time by either a parent, carer or other authorised person. It is a parent's responsibility to inform all authorised persons of the collection times and to ensure their child is collected promptly at the end of every session.

However, the school appreciates that sometimes there may be circumstances beyond parent or carer control affecting the prompt collection of a child. In this case, the school asks that if a parent/authorised person is going to be late, then they inform the office staff as soon as possible and make alternative arrangements to have their child collected on time.

At the end of the school day, children can become highly anxious if their parent or carer does not collect them at the expected time. In addition to this, the end of the school day is a busy time for staff making safe supervision of children who are collected late, difficult.

In the event of a late collection where parents and carers have not notified the school, or for recurring late collections, children will be supervised in the Tea Time Club, and parents/carers will be charged accordingly: £3.50 if collected before 4:30 PM, and £7.50 if collected after 4:30 PM and before 5:45 PM.

Buses

For many activities, transport is required, and we normally charge. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost textbooks / reading books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour

Review

This policy will be reviewed every two years by the full governing body.