



BELMONT PRIMARY SCHOOL

Charging and Remissions Policy

Date of approval by Governors:

Signed by Chair of Governors:

Last Review Date: August 2026

Next Review Date: August 2027

Purpose

Belmont Primary School is committed to providing a broad, balanced and enriching curriculum that gives every child the opportunity to participate fully in school life. Educational visits, residential experiences, music tuition, clubs and other enrichment activities make an important contribution to pupils' learning and personal development.

The Governing Body recognises that education provided during the school day is generally free of charge. However, there are limited circumstances in which schools are permitted to make charges or request voluntary contributions in accordance with legislation.

This policy explains the circumstances in which charges may be made, when voluntary contributions may be requested and the arrangements for remissions where appropriate. In doing so, the school is committed to ensuring that no pupil is disadvantaged or prevented from participating because of financial hardship.

Our Principles

At Belmont Primary School we will:

- provide education during school hours free of charge except where legislation permits otherwise;
- ensure charging arrangements are transparent and fair;
- never disadvantage a pupil because of financial hardship;
- encourage voluntary contributions where appropriate without placing pressure on families;
- consider remissions where this supports equal access to educational opportunities.

Circumstances Where the School May Charge

Materials and Resources

The school will usually provide all materials for the range of activities the children take part in and, in most cases, are happy for completed projects to be taken home. However the school reserves the right to charge for the cost of the materials. In the case of Food Technology, pupils may sometimes be asked to provide their own ingredients. In most circumstances the school provides the ingredients and asks parents for a voluntary contribution towards the cost, for example through the 'baking fund' in the Reception classes. Textbooks are provided free of charge, but in some subjects, supplementary materials such as revision guides are available, for which a charge may be made. However, these are usually provided, free of charge, by the school.

Music Tuition

The school may charge for individual or small-group music tuition (up to four pupils) where the tuition does not form an essential part of the National Curriculum or a prescribed public examination syllabus.

Voluntary Contributions

Although schools cannot charge for school time activities, the school may invite parents and others to make voluntary contributions. Examples of this might include enabling visits to school by theatre groups or school time educational visits. All requests to parents for voluntary contributions must make it clear that contributions are voluntary and that children of parents that do not contribute will not be treated differently. *Where there are insufficient voluntary contributions received to cover the cost of an activity, the activity may be cancelled.*

Residential Activities

Special rules apply for residential activities

Residential trips – Essential. For residential trips which are essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations, a charge will be levied for board and lodging. At present, the school only operates one such visit in Year Five.

Residential trips – Non-essential. For residential trips which are not essential to the National Curriculum, statutory Religious Education or in preparation for prescribed examinations.

If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Activities Outside School Hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity. Where possible alternative sources of funding will be used, enabling pupils to participate free of charge or at subsidised rates. Any charge levied must not exceed the actual cost incurred in providing the activity.

Damage Or Loss of School Property

The school may charge in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

Other Charges

The Headteacher, Finance Committee or Governing Body may charge for miscellaneous services up to the cost of providing such services e.g. for providing additional copies an OFSTED report or copies of school policies.

Remissions Policy.

Belmont Primary School is committed to ensuring that no pupil is excluded from educational opportunities because of financial circumstances. Where charges are permitted, the Headteacher and Governing Body may remit all or part of the charge where this is considered appropriate.

Parents/carers experiencing financial difficulty are encouraged to contact the school in confidence. Requests will be considered sensitively and confidentially.

Breakfast Club.

Breakfast Club operates on a not-for-profit basis. Charges are reviewed periodically by the Governing Body. Pupils eligible for Pupil Premium may attend free of charge in accordance with the school's current arrangements.

This policy should be read alongside the Lettings Policy, Educational Visits Policy and the Pupil Premium Strategy.

Legislation and Guidance:

This policy has been guided by:

- The Education Act (1996)
- Charging for School Activities
- Equality Act 2010

Belmont Primary School believes that educational visits, clubs, music and wider enrichment activities play an important role in children's learning and personal development. Wherever possible, the school will seek to minimise costs and remove financial barriers so that every child has the opportunity to participate fully in school life.