All Saints Church of England Primary School

'Playing our part in God's plan as we journey together to achieve the best for ourselves and others'

Charging and Remissions Policy

At All Saints Church of England Primary School we believe that all pupils should have the opportunity to fulfil their potential whatever their background, identity and circumstances. We are committed to creating a community that recognises and celebrates difference within a culture of respect and co-operation. We appreciate that a culture which promotes equality will create a positive environment and a shared sense of belonging for all pupils at All Saints. We recognise that equality will only be achieved by the whole school community working together – our pupils, staff, governors and parents/carers. Our Christian Values of Love, Hope and Community underpin all we do in school - for all who work, learn and use the services of our school.

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. The charging provisions of the Education Act 1996: Sections 449-462 came into force on the 1st April 1989. Since that date, no school governing body has been able to levy charges for any school activity unless it has drawn up and published a statement on its policy for charging and remission of charges.

Rationale

The governors wholly support the fundamental principles of free school education embodied in legislation and its interpretation by the courts. All activities offered in school time will be available to all pupils regardless of their parents' ability to pay or willingness to meet the cost, within budgetary restraints. The governors do, however, wish to exercise their discretion in charging for optional activities provided out of school hours, and more especially to invite voluntary contributions for benefit of the school or in support of activities organised by the school. We use this policy to inform those concerned of the activities towards which parents may be asked to make a voluntary contribution, what support is available to parents on low incomes and /or in receipt of benefits and the circumstances in which refunds may be possible

Equality impact

This policy is used to ensure that no child is discriminated against because of their parents' financial position.

Educational Visits

We believe that educational and residential activities and extra-curricular activities play an important part in the delivery of the National Curriculum and have a large impact on children's educational and social development.

Voluntary Contributions
Charges cannot be levied for educational visits/activities which are part of the national curriculum and take part within the school day. If it is not possible to meet the cost of educational visits and or activities within the resources available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.
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 costed. 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 museum/theatre/study centres
- sporting activities which require transport expenses
- outdoor adventure activities
- various school trips to support learning in the classroom

Residential Visits
Special rules apply for residential activities. Residential activities are those requiring pupils to spend one or more nights away from home. A charge can and will be made to cover the costs of board and lodgings. Costs for a residential visit can include elements for: hiring trained staff for specialist activities, materials, equipment, entrance fees and insurance and these will be charged in addition to board and lodgings. Parents will be able to pay for residential trips in instalments. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher.

Items Incidental to Education
The school may occasionally ask parents to supply their children voluntarily with particular items required for normal educational activity, or to contribute to the cost of materials being used e.g. cooking ingredients. However, no child will be disadvantaged if his or her parent is unable to help in this way.

Music Tuition
All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic (visiting) music teacher teaches individual or small group lessons. We make a charge for these lessons. Further details can be obtained from the school office.

Wraparound Care
The school offers additional before and after school activities in the form of Early Birds Breakfast Club and After School Activities Club. Parents are charged a fixed fee per session on a half termly basis. Parents are able to pay for one off breakfast club/after school provision where needed. Further details can be obtained from the school office.

Damage or Loss to Property
A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, windows, furniture, equipment, books or materials), up to the full cost of the replacement or repair. This will be decided by the Headteacher.

Other Charges
Charges may be levied for miscellaneous services up to the cost of providing such services e.g.: photocopying, phone calls.

Children in Receipt of FSM
The school does not want to disadvantage any child from taking part in activities for which there may be a charge/voluntary contribution. This will include, but is not limited to, school visits, residential trips, music tuition and after school clubs. The school may make a contribution towards such activities; the amount offered by school will be at the discretion of the Headteacher. If you feel that this applies to you, please talk to the office in confidence.

School Lunches
Unless children are entitled to free school meals, all school meals must be paid for in advance of the meal being taken. You may choose to pay this either daily, or weekly/monthly in advance.
It is expected that any outstanding debts are cleared and if they are not, further school meals may not be permitted until such a time as the debt is cleared. If you are experiencing any difficulties, please do speak to us as soon as possible. We are usually able to accept smaller instalments in this instance.

Swimming
The school organises swimming lessons for children in Years 3 and 4. 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, and we ask parents for their written permission for their child to take part in swimming lessons.

Collection of Debt
All debt will be considered on an individual basis, and every attempt made to engage the parent/carer of the debt in an affordable payment plan. Where this issue remains unresolved, guidance will be sought from the Hampshire legal Team.

Donations
We welcome donations to the school directly. Any donations given directly to the school needs to be in line with our school values and ethos. Any individual or organisation donating to the school must do so in an open and transparent way that would not lead any reasonable person to question their actions or intent.
The school does not solicit or accept any gift, donation, hospitality or other reward from external parties which influences the way in which they carry out their duties or leads the giver to expect preferential treatment.

Policy agreed:	March 2026
To be reviewed:	March 2027