

Bucklesham Primary School

CHARGING AND REMISSIONS POLICY



DATE: - September 2025

CHAIR OF GOVERNORS: - Charlotte Gammons

MINUTED: - 16.10.25

DATE OF REVIEW: - September 2026

SCHOOL CHARGES AND REMISSIONS

A. General

1. The Authority recognises the valuable contribution which a wide range of activities, including educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.
2. The Authority aims to encourage and promote such activities within a general policy framework which offers maximum flexibility to Governing Bodies, and headteachers and their staff, to provide opportunities appropriate to the needs of their pupils and to local circumstances.

B. Charges

3. The Authority reserves the right to make a charge for the following activities organised by the Education Department:
 - (i) those organised for pupils outside of school hours or otherwise deemed to be an optional extra as defined in the Education Reform Act;
 - (ii) those involving a board and lodging element and deemed to be within school hours such as a residential trip;
 - (iii) individual instrumental tuition which takes place within school hours, unless it forms part of the National Curriculum;
 - (iv) those involving the purchase or hire of instruments, materials, equipment and clothing (or the provision of them by pupils or parents) in cases where it has discretion so to do.
4. Where the Governing Body of a school makes a charge in respect of an activity provided by the school for which provision is included in the school's budget share, the Authority will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.
5. The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.
6. The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Authority from inviting parents to make voluntary contributions towards the cost of providing education and trips for pupils. Children will not be excluded because parents cannot/are unwilling to contribute. If a number of parents do opt out of contributing towards these activities, it may be that they will not be financially viable and cease to operate. These activities include - a) school trips b) theatre visits c) visits from theatre groups

C. Remissions

7. Where the parents of a pupil are in receipt of:-

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit but no element of Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work fewer hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

Families will not be asked for voluntary contributions for school trips, visits and activities in school.

For residential visits, we would normally ask for half of the cost for families in receipt of the above benefits. Where there is a case of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, parents will be invited to apply in confidence for the remission of the charges in part or in full. Authorisation of remission will be made by the Headteacher or in consultation with the Chair of Governors if this is greater than £500.

The Local Education Authority adopts these criteria for remission in respect of other provision.

8. Where the Governing Body of a school adopts a remissions policy which is less generous than that of the LEA in respect of an activity provided by the school for which provision is included in the school's budget share, the LEA will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.