



Charging and Remissions Policy

Review Date January 2026

Every Child, Every Chance, Every Day; Working Together



CHARGING AND REMISSIONS POLICY

Review Date – January 2026

The school shall adopt the Nottingham City Council LA standard Financial Administration and Control Policy, which includes charging and remissions. This policy identifies specific charging and remissions for Crabtree Farm Primary School activities.

GENERAL PRINCIPLES

The school Governing Body is committed to the general principle of free education. The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide, as far as possible, such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

CHARGES

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential activities held during school hours: charges will be made for the transport, board and lodging element of those residential activities during school hours. Parents/carers will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parent/carer consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the transport, board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the Governing Body, except in the circumstances described below.

Activities held outside school hours: the school will endeavour to provide a range of such activities from time to time. These will sometimes include day, evening, weekend or residential experiences, and are known generally as 'optional extras.'

Charges will be made for these activities and are not voluntary except where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras, as such charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below.)



Parents/carers will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parent/carer consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. Pupil Premium Grant funding will subsidise the cost of visits for eligible children. The cost of other pupils participating in the visit will not be included in the charge, this will be subsidised from the school budget or school fund. The charge may however include an appropriate element for such things as:

- the pupil's travel costs if not in school hours
- the pupil's board and lodging costs
- activities costs
- materials, books, instruments and other equipment (outside of National Curriculum)
- non-teaching staff costs
- entrance fees to museums, castles, theatres (outside of National Curriculum)
- the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'

Any remission arrangements for such activities will be at the discretion of the Governing Body, except in the circumstances described below.

Materials and Ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents/carers have indicated in advance a wish to own the finished product, e.g. in DT. Alternatively parents/carers may, in these circumstances, be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

REMISSIONS

Where the parents/carers of a pupil are in receipt of Free School Meals or eligible for Pupil Premium Grant Funding, the Governing Body will remit a significant proportion of board and lodging for any residential activity the school organises for the pupil if the activity:

- takes place within school hours, or
- forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the school Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.



VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the school Governing Body from inviting parents/carers to make voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours. Any contribution sought will be entirely voluntary and pupils will not be treated differently according to whether or not their parents/carers make a contribution in response to any invitation. However, if the school do not have enough voluntary contributions to run a visit or activity, then they reserve the right to cancel the visit or activity.

REFUNDS

Should a trip or activity be cancelled, a refund can only be issued if payment is made via Arbor (school's MIS system), directly to the bank account payment was made from. Refunds are not normally issued for a pupil's non-attendance, but will be reviewed on an individual basis.

BREAKAGES AND DAMAGE TO SCHOOL PROPERTY

The school Governing Body reserves the right to seek reparation from parents/carers where their children cause breakages or damage to school property.

REVIEW

The school Governing Body reserves the right to review and amend this charging and remissions policy from time to time, as appropriate.

To be read in conjunction with the Financial Administration Policy.
Charging and Remissions Policy written in January 2025, to be reviewed in January 2026.