

# Robert Peel Primary School

## Charging & Remissions Policy



Date policy last reviewed:

November 2025

Signed by:

\_\_\_\_\_

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

## **Rationale**

Educational visits and certain other activities are organised to supplement work carried out in class. Under the 1988 Education Reform Act, no parent is obliged to pay for any activity that takes place in school hours. We can, however, ask for voluntary contributions to cover the cost of these activities and if insufficient parents contribute to cover the total cost or monies cannot be found from The Friends of Robert Peel or school funds then unfortunately such activities will not take place.

## **Policy**

1. The costs of all visits will be kept to a minimum.
2. Parents will be asked to make a contribution to all educational visits and, on occasion, to certain activities within school e.g. cookery, craft, travelling theatre.
3. The voluntary contribution invited for each activity or visit will not exceed the total cost of the activity and the amount of contribution requested will be based on the cost of each individual pupil participating.
4. Parents will be given the opportunity to contribute over a longer period of time for the more expensive visits such as residential trips.
5. If other hardship exists, parents will be asked to contact the Headteacher who, in confidence, will seek to authorise the remission of charges in part or in full. Examples include children whose parents are in receipt of the following support payment:
  - Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
  - Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - support under Part IV of the Immigration and Asylum Act 1999
  - the Guarantee element of State Pension Credit
  - Child Tax Credit (provided you are not also entitled to Working Tax Credit and you have an annual gross income of no more than £16,190)
  - Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)
6. Children will not be treated differently if their parents have not made the contribution.
7. Funds to provide remission of charges are very limited and if voluntary contributions are insufficient, the planned activity or visit will be cancelled.
8. Parents of children who are willing to make voluntary contributions will not be asked or required to subsidise children whose parents are unable or unwilling to pay.
9. Very occasionally, a visit might be arranged outside school hours and if it is not a required part of the National Curriculum or Religious Education this would be deemed an 'optional extra' under the terms of Section 109 of the Act and charges will be made.

## **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

## **Extra-Curricular Activities**

Generally, no charge is required for clubs. Some extra-curricular clubs may incur a charge where staffing costs are involved or if materials are required to be purchased.

## **Library Charges**

There will be a charge of £5 for all library books that have been lost or returned to the school in a damaged state.

## **School Books**

There will be a charge of £2.50 for the replacement of lost homework books and 50p for lost school diaries and reading records.

## **School Lunches**

School lunches will be charged at a rate of £2.75 per day for children in Key Stage 2.

## **School Equipment**

There will be a charge of:

- Water bottle - £2.25
- Recorders - £9.30
- Ties - £3.50
- Swimming Hat - £3.50
- Book Bags – Small £5.90, Expandable £7.70 Bag with Strap £10.80.

## **Music Tuition**

All children study music as part of the normal school curriculum. There is a charge if children participate in peripatetic music lessons and these are paid directly to the music teacher.

## **Squirrels Wrap Around Care Club**

Charges for before and after school club are as follows:

7:30-8:40am	£6.00
8:00-8:40am	£4.00
3:20-4:20pm	£6.00
3:20-5:20pm	£12.00
3:20-6:00pm	£15.00

- Late collection after 6pm will incur charges of £5 per 5 minutes.
- Late payment will incur a £25 charge.

## **Nursery**

Additional sessions and lunch provision can be booked and paid for.

Lunch provision is a cost of £2.50 if a child brings a packed lunch and if they would like a hot school meal then the cost is an additional £2.75 to pay for the meal.

A three hour session is a cost of £16.00.