



Charging and Remissions Policy

Approved by:	Trust Board
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1. Introduction

This policy has been formulated in accordance with DFE guidance on: Charging for School Activities.

2. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3. Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

4. Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

5. Charges

- (a) board and lodging on residential visits (not to exceed the costs)

- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
- (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.

6. Community Use

Any club for school age children, organised by external providers who charge membership fees and operating before 6pm will be managed as a private letting using the concessionary hire rates. For usage wholly after 6pm, lettings will be managed as Directed Community Use (LA). The respective school will retain up to date ERCAS registration/Insurance certificates and provide users with the school Premises hire Policy. A log will be maintained of usage and invoices generated on a termly basis.

Any free, school run clubs or other clubs run on a charitable basis will not incur charges.

7. SLAs

Any shared services brokered to other schools will be subject to a Service level Agreement and agreed hourly rate. The hourly rate will be based on staffing costs, CPD, travel and other performance related costs. Rates will be subject to review on an annual basis.

8. Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during curriculum related residential school trips. The relevant support payments are:

- income support
- family credit
- income based job seeker's allowance

- disability working allowance

9. Voluntary Contributions

All parents will be invited to make a voluntary contribution for the following:

- a) Educational Visits and associated transport costs – the school will subsidise these where possible
- b) Theatrical performances
- c) Other optional, extra provision for the pupils, which may not take place without financial support

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Voluntary contributions will be used to:

- Subsidise the costs associated with educational visits
- Payment of fees attached to Theatrical Performances

10. Sign Off

Approved By (print name):	Rachel Wilkes
Role Title:	Chief Executive Officer
Signature:	
Date:	October 2025

11. Bude Park Primary School Specific

Educational Visits and Additional Activities

The Governing Body of **Bude Park Primary School** recognises the significant value that a wide range of additional activities—such as clubs, educational visits, and residential experiences—bring to pupils' learning. These opportunities play a vital role in enriching the curriculum and contribute meaningfully to pupils' **personal, social, and emotional development**.

The Governing Body is particularly committed to supporting the Headteacher and staff in providing as many **first-hand, real-life learning experiences** as possible. These experiences help to embed learning in meaningful contexts, making education more engaging, relevant, and memorable for all children.

We believe that learning should extend beyond the classroom and that children benefit greatly from opportunities to explore the world around them, develop independence, and build confidence through participation in well-planned and purposeful activities.

Free Education Provision

In line with national guidance, **all education provided during normal school hours is free of charge**. This includes all activities that are part of the **National Curriculum**, as well as religious education and statutory relationships and health education.

We do **not charge** for any activity that forms part of the National Curriculum. For example, **Year 4 swimming lessons**, which are a statutory requirement, are provided at no cost to families.

Charges

The Governing Body reserves the right to make charges in the following circumstances for activities organised by the school:-

The Governing Body reserves the right to make charges in the following circumstances:

Breakfast Club: Available daily for all full-time pupils from Foundation Stage 2 to Year 6 at **£1 per day**. This charge is **waived for children eligible for Free School Meals (FSM)**.

School Dinners:

Key Stage 2: £1.70 per day (subject to change in line with Local Authority guidelines; parents will be notified in advance).

Foundation Stage and Key Stage 1: All children are entitled to Universal Free School Meals.

Payment: Dinners must be paid for in advance via **ParentPay**.

FSM Applications: Forms are available from the school office. Hull City Council determines eligibility.

Adult Meals: Charged at the rate advised by North Yorkshire Catering, inclusive of VAT.

Nursery Provision: Children receiving the government-funded 30 hours attend for **6.5 hours per day**, which exceeds the weekly entitlement. This includes a **30-minute lunch break** outside the funded hours. A charge of **£2.50 per day** applies.

Residential Visits: Charges apply for the **board and lodging** element of residential activities during school hours.

Fundraising Events: Admission charges may apply for school fairs, performances, discos, and other fundraising activities.

Uniform Items: School-branded sweatshirts, cardigans, and book bags are available for purchase from the school office or an external website. These items are **optional**.

Voluntary Contributions

While the school does not charge for activities that are part of the National Curriculum, we may invite parents to make **voluntary contributions** to support the cost of educational visits and activities. A contribution of **50% of the visit cost** is typically requested. These contributions are essential to ensure such opportunities remain available.

The Governing Body may review and amend this policy and the categories of chargeable activities as needed. They are committed to ensuring that enriching educational experiences remain a vibrant part of life at **Bude Park Primary School**.

Executive Head: Mrs D James

Deputy Head: Mrs R O'Loughlin

Review date: September 2026