

Sellindge Primary School

Charging and Remissions Policy



Reviewed and updated November 2025

Approved by the Full Governing Body: 26th November 2025

Purpose

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA policy and the DFE guidance.

The school day is defined as: 9am to 3:15pm.

Responsibilities

The **headteacher** will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy as necessary.

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

The **School Business Manager** will advise both the school and parents on how payments can be made and/or any grants/benefits that can be applied.

Voluntary Contributions

The school usually has to ask for voluntary financial contributions for activities during the school day which entail additional costs, such as field trips/educational visits or workshops run by visiting performers. The school is able to offer payment by instalment under arrangement with the school office. No child will be excluded from an activity because parents have not made a voluntary contribution. The school will cancel all planned events if there is insufficient financial support received to cover the costs.

During the school day, all activities that are an essential part of the National Curriculum, including religious education, will be provided free of charge. The only exception is a small contribution towards transport costs for swimming lessons. This contribution ensures that each class can travel separately, avoiding unnecessary loss of curriculum time that would occur if classes had to share transport and wait for one another.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example some before and after school clubs, theatre visits etc. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

Calculating charges

The cost of all school trips/educational visits or workshops is calculated on an individual basis based on actual cost to the school divided by number of pupils due to attend. Activities are not run on a profit-making basis. Due to this, we are unable to offer refunds should your child be unable to attend for any reason (i.e. sickness, medical appointments). There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising and requests for such support must be made to the school before payment deadlines are missed. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.