



# Charging & Remissions Policy

## Our Shared Vision

**Striving for excellence in everything we do**

High Quality  
Education for  
ALL

Effective  
home/school  
and community  
partnerships

## Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

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|--------------------------------------------------------------|-------------------------------------|
| <b>Approved by:</b><br>Site & Financial Management Committee | <b>Date:</b>                        |
| <b>Signature (Chair of Committee):</b>                       | <b>Signature (Headteacher):</b>     |
| <b>Last reviewed on:</b> March 2026                          | <b>Next review date:</b> March 2027 |

## **Vision**

At Becontree Primary School we have high expectations of all members of our school community. We believe in valuing the efforts of all, and work to enable everyone associated with the school to fulfil their potential and contribute positively to their educational experiences.

Our school motto '**Respecting One Another**' includes showing respect for ourselves and others.

## **Purpose**

Our core purpose at Becontree Primary School is to deliver highly effective teaching and learning within a culture of challenge, nurture and support.

This policy has been written following advice from the LA in accordance with the legal framework governing the charging for school activities and the Financial Regulations & Standing Orders for Schools October 2021 as set out in the Education Act 1996: Sections 449-462

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. Resources used, such as cooking ingredients, art materials including clay are paid for from the school's budget. Occasionally contributions are requested from parents/carers if the costs of the activity is excessive.

## **1 School Trips**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, which take place during normal school hours, the school invites parents to contribute to the cost. All contributions are voluntary. For the current financial year the cost of class trips have been capped at a £25.00 charge to ,parents/carers in recognition of the current economic hardships many families are suffering. Where possible, the school allocates a budget to Wider Curriculum Opportunities, which in turn lowers costs to parents/carers. If the voluntary contributions received from parents/carers do not cover at least 90% of the cost, then the outing may be cancelled and all monies refunded.

If a parent wishes their child to take part in a school trip or event, but is unable to make the full voluntary contribution on time then they may apply to the Headteacher for payment remission. Some contribution towards the cost can be negotiated or the payment time extended, at the discretion of the Headteacher. No pupil is banned from a trip due to non-payment but the whole trip may be cancelled if insufficient contributions are made. Parents have a right to know how each trip is funded, and the school provides this information on request.

Every year some activities are paid for out of School Fund as this money is raised by parents or school-based fundraising activities for the benefit of all children and therefore place no financial burden on any family. These activities are known as optional extras'. This list is not exhaustive:

- visits e.g. to museums, zoo/wildlife park, forest, library, etc
- paying for transport to venues for classes or groups
- outdoor adventure activities
- visits to or by a theatre company
- musical events

## **2 Deposits**

In order to secure a place on some trips a non-refundable deposit will be required at least 1 month before the date of the trip. Deposits are required for the school to make initial bookings of transport and activities and will not be refunded unless another person or child can fill the place. In this situation, a refund can be given providing all places are filled. The balance of the cost must be paid 2 weeks before the trip. For residential trips, a non-refundable deposit is required at least 5 months before the trip and the balance 1 month before the trip.

## **3 Residential visits**

A residential trip is defined as one where pupils stay overnight and when the total number of hours spent on the trip have more than 50% of them outside of normal school hours. The school organises a residential visit in year 6 to Trewern Outdoor Pursuits Centre. As with other trips, the cost is divided amongst the number of children participating and includes transportation, board and lodging, visits to a variety of places and payment for experts to lead activities. There are a limited number of places so a waiting list is set up for additional children on a first come first served basis. The only factor, which may exclude children from this trip, is unacceptable behaviour. This is communicated to all children and parents, at least 6 months in advance.

## **4 Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

Year 5 may participate in the Wider Opportunities Music Programme. The whole year group are taught a musical instrument. There is no charge for this tuition but parents may be asked to pay the instrument insurance cost, if they would like their child to bring home the instrument.

In KS2, there is no charge for individual or small-group music tuition, even though this is an additional curriculum activity, and not part of the National Curriculum. Peripatetic music teachers teach these individual or small-group lessons. A charge is made to the parents for the insurance of the instrument.

## **5 Swimming**

The school organises swimming lessons for children in Key Stage 2, usually Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. We expect parents to pay for their child's swimming kit, including the swimming hat. If a family were unable to provide the kit for financial reasons, the school would arrange for a kit to be provided although this may mean loaning a kit from stock.

## **6 After School Clubs**

The school offers a wide variety of after school activities; most of these are chargeable. The cost to parents is capped and where necessary (to keep the lower) the school subsidises the cost from the school budget. Any parent who finds it difficult to pay may apply to the school for a payment-plan.

Pupils are expected to attend regularly, if this is not the case they may be removed from the register. Likewise, poor behaviour is not tolerated and a discussion will take place between the school and the parent/carer.

Some club places may be funded by the school using the Pupil Premium Grant or Sports Premium Grant, whilst these grants continue to be made available by the Government. The grants have to be spent according to the Government's criteria and are monitored for effectiveness.

## **7 School Meals**

The school currently benefits from:

- income based free school meals
- Universal infant free school meals
- Mayoral free school meals

This means that no parent/carer is charged for a school meal, except where a nursery aged child may attend for a school meal. The amount charged is determined by Dolce Ltd, the catering provider.

## **8 Public Examinations**

The school pays examination fees where the school supports the educational value of the examination. If the school has paid an examination fee but the pupil does not sit the examination without good reason then the parents will be expected to reimburse the school the full cost of the examination fee.

## **9 Childcare**

On the whole the Governing Body does not provide before or after school childcare or holiday childcare. This provision is outsourced to a privately run company called 'Childville'. Childville sets its own charging levels, which are available from school and are set at a very competitive rate. In very rare cases, the school may consider paying fees for a child to attend the care provision. The decision will need to be made on a case-by-case basis by the Headteacher and reported to the Site & Financial Management committee at their next meeting.

The slight exception to this is if the school offers full time nursery age childcare. The decision to offer full-time places is made based on staffing and community requirements. This provision is open on occasion for those who already attend the school's nursery for their 15 hours a week free entitlement, where staffing and pupil ratios allow. The additional 3 hours a day, plus lunch, are charged at local authority comparative rates and are available from the school's office. Many families do not pay the school directly but use the Government 30-hour funding scheme.

## **10. Pupil Premium Pupils**

As part of the School's pupil premium statement a proportion of our pupil premium entitlement, is used to pay for the broader experiences including school trips and often specific trips just for pupil premium families as well as the opportunity to take up an after school club for one term per year.

## **11 Damage to property and breakages**

The school will seek to recover from parents some or all of the costs incurred due to wilful damage or breakage of school property or property belonging to a third party where the school has been charged. The Headteacher will need to make decisions on a case-by-case basis, taking advice from those involved.

## **12 Remissions**

The Governing Body may wish to remit in full or in part, the cost of the above or other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited, in confidence, to request for the remission of charges in full or in part. The Headteacher will make authorisation for such remission. Consultation with the Chair of Governors will take place, where deemed necessary if the decision is likely to have notable impact on the school's budget or if it could set an unreasonable precedent that the school could not meet.

The Site & Financial Management Committee will review this policy annually.