



## Charging & Remissions Policy

Date	Review Date	Coordinator	Nominated Governor
January 2026	January 2027	L. Jamieson	S. Room

### Introduction

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents’ financial means. This policy has been informed by 'A guide to the Law for School Governors.' With this in mind we do not charge for any routine activity undertaken as part of the National Curriculum plus religious education with the exception of individual or group music tuition and swimming lessons, which we ask for a voluntary contribution.

### Voluntary contributions

When organising school trips, activities or visits that enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of this (if costs are incurred). These charges will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who cannot. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip or visit. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities
- outdoor adventure activities;
- visits to the theatre;
- travel to educational school trips/sporting activities
- musical events:
- travel to and entry for swimming lessons

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### Residential visits

When the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do make a charge for the whole visit. Parents who are experiencing financial hardship are invited to make an appointment with the Headteacher or the School Bursar to discuss their individual circumstances.

### Music tuition

All children study music as part of the normal school curriculum. Visiting music teachers offer tuition and they charge for individual or group music tuition if this is not part of the National Curriculum. We provide parents with information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for one year group, each year. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the entrance fee to the pool, tuition, and travel expenses. We inform parents when these lessons are to take place, and we ask parents for their permission for their child to take part in swimming lessons. Children who are unable to swim 25 meters, following the lessons for their year group, are also included in the group of children that attending swimming lessons.

### **After School Clubs**

The school offers after school clubs. There is a charge for these sessions and parents are asked to pay in advance of the activities otherwise the place may be lost. Some after school clubs are provided by outside organisations and payment is made to them directly.

### **Willows After School Club**

The school runs Willows After School Club which is open to all children. There is a charge for attending Willows. Bookings and payments are made in advance of the sessions via ParentPay. For pre-schooler's in the year before they start school, parents should contact the Willows administrator on [willows@stmichaelsaldburne.co.uk](mailto:willows@stmichaelsaldburne.co.uk) to make the booking. If Parents wish to pay using childcare vouchers please contact the willows administrator.

### **Remissions**

The Headteacher may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Headteacher's discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Headteacher will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher or Deputy Headteacher. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Deputy Chair of Governors.

### **General**

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.