



Belton Church of England Primary School

Charging & Remissions Policy 2025-2026

This policy is reviewed every three years and was agreed by the Governing Board of Belton CE Primary School in September 2025 **and will be reviewed again in October 2026.**

Signed: _____ Chair of Governors

Date: _____

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Responsibilities

The Governing Board of the school are responsible for determining the content of the policy and the Head teacher for implementation. Any determinations with respect to individual parents will be considered by the Head teacher

School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal (currently £2.65). School meals are free for all foundation, year 1 and year 2 children from September 2014.

School Activities

The governors wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parents' ability to pay. In the event of activities organised by the school during school hours involving a direct cost to the school, voluntary contributions are sought from the parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution, but it is usually necessary for a substantial number of parents to contribute before the activity can go ahead. In the case of activities partly during the school day, and partly out of school hours, charges will be made for the time outside school hours, and for board and lodging on a residential school journey. The Headteacher and governors will consider sympathetically cases of genuine financial need and remit charges where appropriate.

Voluntary contributions

When organising school trips, visits or visitors, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. School trips are non-profit making. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. 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 if curriculum related. Sometimes the school pays additional costs in order to support the visit; this may use some of our pupil premium funds or sports premium funds in the case of sporting activities. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;

- outdoor adventure activities;
- visits to the theatre;
- musical events;
- Transport costs to support 'free' activities.

Charges:

1. Residential Trips

Where the school organises residential visits in school time or mainly in school time, we do make a charge to cover the costs of travel, board and lodging. For Pupil Premium children, school will contribute 50% towards the costs of the outdoor educational residential visit from pupil premium funding but will still ask 50% from families.

2. Music tuition

All children study music as part of the normal school curriculum and benefit from whole class music tuition. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach extra curricula individual or small group lessons. A charge is made for these lessons, paid direct to the company that delivers these lessons in school. We give parents information about additional music tuition at the start of each academic year. We offer the opportunity for pupil premium pupils to receive music tuition and this can be accessed in discussion with the headteacher. The Governors cannot guarantee to offer music tuition to all claimants since there may be limitation of resources and teachers.

3. Activities Outside School Hours

No charge is made for activities that are inside of school hours and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

For Pupil Premium children, school will contribute towards the costs of the outdoor educational residential visit and curriculum-based school trips from pupil premium funding but may still ask for a small voluntary contribution from families. Where trips are organised for non-curriculum reasons e.g. leaver's activities these will not be subsidised using pupil premium funding.

4. Damage/ Loss of equipment

The Headteacher and The Governing Board reserve the right to charge members of staff and parents for the loss or damage to school equipment or property, incurred by wilful neglect or purposeful damage.

5. Damage / Loss of books

If children / families lose or damage a school book we:

- a. Ask parents to replace the exact book if at all possible. These can be ordered in local book shops or online.
- b. If parents cannot do that we ask for list price if we know it or £7.50 for a paperback as they are usually £6.99 and £15 for a hard back non-fiction book.

6. Badges

Lost badges can be replaced for £1.

7. Extra-Curricular / School Clubs

Clubs and activities provided by third parties will be chargeable. Wrap-around provision before school is also chargeable. Children for whom the school receives Pupil Premium funding may be offered such activities at a reduced rate or the cost covered by school in discussion with the headteacher.

8. Swimming

Where the school organises swimming lessons for children who have not met the distance requirement or class swimming lessons as part of the curriculum. We do not charge for these lessons but ask for a voluntary contribution towards travel costs.

9. PE Kit

Children use the schools team kits when representing school. We have them in a variety of sizes to make up a team kit. If the kit is not returned parents will be charged for a like for like replacement.

10 . Petrol Expense Claims

Petrol and parking expense claims may be paid (at the discretion of the head teacher) to employed members of staff travelling to and from venues for training purposes. Expense claims must be completed using 'Leicestershire County Council – Expenses Form' form (available from the Office Manager/ Headteacher) and be accompanied by a VAT petrol receipt, dated prior to the day of travel. Mileage must be calculated to and from the venue less the number of miles travelled to and from the normal place of work. All claims must be made within one calendar month of the date of travel.

11. Governors

As part of their Governance of schools work Governors may claim appropriate child care, mileage and parking fees. See Governor Expenses Policy.

12. Other charges

The Head teacher or Governing Board may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

Pupil Premium

At the discretion of the Head Teacher pupil premium may be used to offer places to pupils who are supported by pupil premium funding at extra-curricular clubs and enrichment activities. School will contribute towards the costs of the outdoor educational residential visit and school trips from pupil premium funding but may

still ask for a voluntary contribution from families. Pupil premium will first and foremost be used to support teaching and learning.

Inability or unwillingness to pay

Belton C of E Primary School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of the child are unwilling or unable to pay. The identity of child or parents who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances. If insufficient contributions (minimum 75%) are made however, then the activity would not be able to run.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher if necessary, will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the Head Teacher's discretion as to what happens with the parental contributions for the trip. The Head Teacher if necessary, will discuss options with the governing Board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the Head Teacher's discretion as to whether a refund is given. The Head Teacher may consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the Head Teacher's discretion as to whether a refund is given. The Head Teacher's decision will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Excess expenditure will be subsidised by the school's own funds.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Freedom of Information and Data Protection

A charge of £10.00 will be made for requests for copies of information made under the Freedom of Information Act or GDPR.