Federation of Chislet Church of England and Hoath Primary Schools

A journey of learning for all, within God's guiding hands

Small school, Big community, Unlimited Potential

Federation of Chislet CE and Hoath Primary

Schools Charging and Remissions Policy

First published November 2020
Last updated September 2026

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:

Hoath: 8.45am - 3.15pm

Chislet: 8.50am - 3.20pm

The policy has been informed by A Guide to the Law for School Governors.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and responsibilities of Headteacher, other staff, governors

The Headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

Charges will be made for materials, books, instruments or equipment where the child's parent wishes him/her to own them, e.g. DT projects. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational visits, travel, entrance fees.

In these circumstances no pupil will be prevented from participating because their parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently.

There may be occasions where the trip etc. will have to be cancelled if the voluntary funds do not reach 75% of the whole trip due to school budgets.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent from that activity for that period.

Extra support will be offered for any children who are currently identified as receiving Pupil premium support.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example clubs, trips to concerts/matches etc. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential Visits

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit.

The Governing Body will consider requests by parents for hardship payment towards the cost of residential trips but only with clear evidence of financial hardship and that the school has finances to assist. Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of halfdays taken up by the activity. In such cases parents will be told how the charges were calculated.

School mini-bus

Only the school's pupils, staff or parents may travel at a free of charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel

will cover only actual costs incurred, including depreciation; the service should not make a profit for the school.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The governing body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Date established by governing body

November 2020

Date for full implementation

Nov 2020

Reviewed – September 2026

Date for next review

September 2027