ST GILES' C of E PRIMARY SCHOOL

CHARGING and REMISSIONS POLICY 2026-2027

Aim:

At St. Giles' CE Primary School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Legislation and guidance:

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions:

Charge: a fee payable for specifically defined activities

Remission: the cancellation or reduction of a charge which would normally be payable

Principles:

- We make no charge for National Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
- We may charge where it enables an increase or enriches non-statutory extra-curricular provision at any time.

Key Responsibilities

The Governing Body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to the Resources Committee and the headteacher.
The governing body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to Resources Committee.

In our school, monitoring the implementation of this policy has been delegated to Resources Committee.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

- responsible for drafting proposals for charges
- provide reports for the finance committee

Administration

Implementing the charging and remissions policy consistently

Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

- provide effective financial administration enabling efficient budget management by the Headteacher
- manage the letting of school premises
- maintain efficient and effective information systems

Caretaker

- manage the school premise during lettings
- abide by the terms and conditions of the booking and hiring contract

Procedures:

1. **Off Site Extra Curricular Activities**

A voluntary contribution not exceeding the actual cost may be requested.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip.

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 unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. 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;
- school trips;
- musical events.

2. **On site activities**

Curriculum Enriching Activities

Music instrumental teaching

Class based specialist music teaching will be provided free of charge.

The cost of instrumental lessons to individuals or small groups in school time will be subsidised by the school, reducing the cost of a lesson to £2.50 per week. Parents will not be expected to hire or buy their child's own instrument. Instruments are available for loan from Walsall Music Service. However the school reserves the right to pass on charges of repairs to parents where instruments have been damaged by negligence.

Swimming

The school organises swimming lessons and transport for KS2. These take place in school time and is part of the National Curriculum. School pays all associated costs.

Extra-Curricular clubs

A charge of £2.50 for participation in extra-curricular activities to meet the costs of materials and staffing.

Residential Study Visits

The school can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Damage / Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of **school** property (including premises, furniture, equipment, books or materials, musical instruments from the Authority or school), the charge to be the cost of the replacement or repair.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the **school.** The charge to be the cost of replacement or repair.

3. Letting of Premises

(Please see letting policy)

4. Arrangements for Part of Full Remissions of Charges

The governing body may provide financial support from the school budget or external grants by removing financial barriers for disadvantaged pupils, for those families unable to meet the full cost of voluntary contributions or charges on application to the Headteacher. The Resources committee will be informed in general terms of the total provided for each activity.

The headteacher may request donations from Willenhall Church/Willenhall Chapel of Ease or any other outside organisations to help with the costs of certain curriculum activities/trips during the school day, which will ease the financial pressure on parents.

Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher annually and approved by the Resources Committee

Date of Review: 12.11.26

Next Review: 30.11.27