

# **Charging and** **Remissions Policy**

Leasingham St. Andrew's Church of  
England Primary School

**‘Everything you do, do in love’**



**Reviewed and updated:** December 2025

**Next review:** December 2026

## **1. Introduction**

This policy outlines the principles and procedures for charging for activities and services at Leasingham St Andrew's Church of England Primary School. It aims to ensure that all children have equal access to educational opportunities while maintaining financial sustainability. All aspects of this policy are in keeping with our school vision, outlined below:

***Everything you do, do in love'***

*At St Andrew's, we seek to be a safe and happy environment, inspiring our school family to be positive participants in the world community. A place where we are all encouraged, through love and service, to be the very best.*

***John 13:34 'Love one another, as I have loved you'***

## **2. Objectives**

- To clarify the circumstances under which charges may be made
- To outline the remissions available to families facing financial hardship
- To ensure that all stakeholders are aware of the policy and its implications

## **3. Charges**

The school may make charges for the following:

### **3.1 Educational Activities**

- **Day Trips:** Charges may be made for the cost of transport, entrance fees, and any additional costs associated with the trip
- **Residential Trips:** A charge may be made for the cost of board, lodging, and activities
- **Materials:** Parents may be asked to contribute towards the cost of materials for practical subjects (e.g., art, technology) if they wish to keep the finished product

### **3.2 Extra-Curricular Activities**

- Charges may be made for after-school clubs, sports activities, and other enrichment programmes that are not funded by the school budget

### **3.3 Music Tuition**

- Charges may apply for individual or group music lessons that are not part of the National Curriculum

## **4. Remissions**

The school will consider remissions for families facing financial hardship. This may include:

- **Pupil Premium:** Families eligible for Pupil Premium may receive assistance with charges for trips and activities
- **Discretionary Remissions:** The Headteacher may use discretion to waive or reduce charges for families experiencing financial difficulties

## **5. Voluntary Contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body and/or Headteacher will make this clear to parents at the outset. The governing body and/or Headteacher will make it clear to parents that there is no obligation to make any contribution. Leasingham St. Andrew's Church of England Primary School will not exclude any child from an activity simply because his or her parents are unwilling or unable to pay. We will, however, make it clear to parents that if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then the educational visit will be cancelled.

## **6. Payment Procedures**

- Payments for trips and activities will be collected in advance
- The school will provide clear information about payment methods and deadlines

## **7. Communication**

This policy will be communicated to all parents and carers through the school website.

## **8. Review**

This Charging and Remissions Policy will be reviewed annually to ensure it remains relevant and effective.

## **9. Conclusion**

This policy is designed to ensure that all children at Leasingham St Andrew's Church of England Primary School have access to a broad and enriching education, while also being mindful of the financial implications for families.

## **10. Sources**

- Department for Education (DfE) guidelines on charging for school activities.
- OFSTED inspection framework guidelines.