Altrincham
CE Aided Primary School

‘Grow Strong and Bear Fruit’

Date Ratified	May 2026
Date of Review	May 2027

Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

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

The Governing Body of the School recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.

Charges will be made for:

- **Breakages and replacements as a result of damages caused wilfully or negligently by pupils**
- **Damage/vandalism/loss to and of school property**
- **Optional extras** - activities that fall wholly or mainly outside school hours and are not part of the National Curriculum, not part of the school's basic curriculum for religious education, and not part of an examination syllabus being followed by the pupil. Charges for optional extras may include:
    - **Travel**
    - **Materials and equipment**
    - **Non-teaching staff costs**
    - **Entrance fees**
    - **Insurance costs**
- **Vocal and musical instrument tuition** - individual or small group tuition in playing any musical instrument or singing, provided that the tuition is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme
- **Board and lodging on residential visits** - the school may charge for the cost of board and lodging during a residential visit, even if it occurs mainly during school time. This will not exceed the actual cost of the provision

Remissions

The Governing Body will offer remission for the cost of board and lodging on residential visits to parents/carers in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided the parent is not also entitled to Working Tax Credit and has an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after the parent stops qualifying for Working Tax Credit)
- Universal Credit (provided the parent has an annual net earned income of no more than £7,400)

Parents in receipt of the above benefits will need to provide evidence of their eligibility when booking a residential visit.

No remissions apply to charges for breakages, damage, vandalism or loss to school property caused wilfully or negligently by pupils.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- Activities that enrich the curriculum and educational experience of pupils, including:
    - Visits and activities during school hours
    - Materials and equipment for curriculum activities
    - Extra-curricular activities and school clubs
    - Any extended school activity
    - Transport (where not covered by statutory provision)

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

1. That the contribution is genuinely voluntary and a parent is under no obligation to pay
2. That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request
3. That no pupil will be excluded from an activity simply because their parents are unwilling or unable to pay

4. If the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. An initial letter will explain the nature of the proposed activity and its likely educational value. It will then indicate the contribution per pupil which is required for the activity to take place. It will emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because their parent/carer is unwilling or unable to contribute. However, it will be made clear that if insufficient voluntary contributions are received, the activity may have to be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Head teacher.

Voluntary contributions will be used to offset the cost of the activity or event.

The cost of school meals will be made available annually.

The cost of Nursery and Extended Service Fees will be made available annually.

All fees are subject to regular review.

Date: May 2026

To be reviewed: May 2027