

Naunton Park Primary School

Charging and Remissions Policy

2026/2027

Last review date: November 2026
Next review date: November 2027

Approved by Governors 5.11.26 T. J. Callaghan

At Naunton Park Primary School we wish to provide for all pupils, the best educational opportunities available within the funds allocated by the Education Authority.

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

The school recognises that many educationally valuable activities are dependent on financial contributions from parents/carers. Without such support from parents/carers, it would not be possible for the school to provide these activities and so to maintain the quality and breadth of the educational programme we are committed to providing for our children.

It is naturally a primary concern to keep any financial contributions to a reasonable minimum and to therefore ensure that all children can take part, irrespective of their circumstances.

The law recognises that charges may be made to parents/carers in certain circumstances provided the school has a clearly defined policy available for all parents/carers to refer to. The Governing Board of Naunton Park Primary School has decided that until further notice its policy will be as follows:

Charging

1. **Parents/carers will be charged for**:

- Visits outside school hours
- The full cost of board and lodging for residential visits during school time
- The full cost of any residential visits outside of school hours
- Music tuition, provided by peripatetic staff
- The hire of musical instruments used in individual or small group tuition with peripatetic teachers
- Entry fees for music examinations. These are voluntary and do not form part of the school's basic curriculum
- Specific school activities provided by qualified staff bought in to extend the school's extra-curricular programme

The governors reserve the right to waive or reduce charges to children whose parents/carers apply to the Headteacher following the schools Debt Recovery Policy procedures. Parents/carers are asked to contact the Business Manager if they are experiencing difficulty in making payments for trips. Each case will be considered on its own merit and Resources Committee members will be consulted before a final decision is made on any reduction to charges for any debt over £200 as per the Debt Recovery Policy. These decisions must be recorded at the following Resources Committee meeting.

On application, parents/carers of children eligible for FSM will be informed that a subsidy is available for musical instrument tuition. Help is also available for instrument hire from Gloucestershire Music. See:- https://www.gloucestershiremusic.co.uk/ for more details.

2. **Parents/carers will be invited to make voluntary contributions towards:**

- Day educational visits during school hours
- Swimming lessons (hire of the pool, lifeguards & additional qualified swimming instructors)
- Practical activities in art, craft, design & technology, which may be additional to the basic curriculum but educationally desirable. Parents/carers may be asked for a voluntary contribution, either of a financial nature or sometimes to provide their child with ingredients or materials.
- Visiting theatre groups, musicians, artists in residence, authors etc. who levy a charge to the school for their services.

The school will always make it clear in writing (either by class specific or whole school newsletters) if a charge is being made for an activity or if voluntary contributions are being sought.

In the case of contributions, they are voluntary. There is no compulsion on parents/carers to contribute and children whose parents/carers do not contribute will not be excluded from the activity.

Contributions are always calculated on a per head basis to cover exact costs (including adult places as required, any Parent Pay fees and other charges). The school does not inflate the charge to compensate for those children who do not pay.

When voluntary contributions are requested, parents/carers will be asked to make such payments using Parent Pay. If 'reminders' are sent, these will be worded in a way that parents/carers are reminded that payments are voluntary.

The school will then process the payments on Parent Pay and decide if the number of voluntary contributions is sufficient to make the activity/visit viable. If this is not the case, the activity/visit will be cancelled and any contributions returned. Unfortunately, the school can't fund the costs for every trip and most of the educational trips will be reliant on contributions.

Parents/carers are encouraged to contact the school should they have difficulty in making a voluntary contribution.

Pupils who receive the Pupil Premium may have some or all of their contribution made by the school, from the funding, on their parent/carers' behalf. Parents/carers are reminded of this in any letter that requests voluntary contributions. These parents/carers, when receiving information about trips/activities/experiences that

request voluntary contributions, need to contact the school to request the Pupil Premium support for the trip.

3. Calculation of charges

Where charges are made for residential visits or voluntary contributions requested for other educational visits, we are allowed by law to include costs for:

- The pupils' travel and subsistence costs
- Materials, books, instruments and other equipment
- Non-teaching staff
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity
- Entrance fees to museums, castles, theatres etc.
- Insurance costs
- Administration costs
- VAT where VAT cannot be reclaimed

Where possible, parents/carers will receive information about trips, visits or activities (which request voluntary contributions) through one letter per term. Each letter will list all the activities for the term to provide one total cost to contribute. By combining the costs of several activities, administration charges may be reduced.

Remissions for residential visits

In some circumstances, the school may not charge for items or activities set. This will be at the discretion of the Headteacher and will depend on the activity in question.

Parents/carers who can prove they are in receipt of any of the following may apply to the Business Manager for a subsidy or remission of fees for the cost of board and lodging for residential visits:

- Pupil Premium
- Universal Credit (regardless of annual net income)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

Children eligible for free school meals (FSM) including under the expanded criteria from September 2026, may also be eligible to have the cost of board and lodging remitted on residential visits. This includes parents/carers whose child is already known to the school to be currently eligible for FSM.

Parents/carers who have no recourse to public funds (NRPF) may be able to receive FSM for their child, subject to maximum income thresholds. Where this is the case, they may also be exempt from paying the cost of board and lodging for residential visits.