



**East Bergholt CEVC Primary School
Charging & Remissions Policy
November 2025**

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Charging and Remissions Policy

The Governing Body recognises the principle underlying that education provided by any maintained school for its registered pupils should be free if it takes place wholly or mainly during hours.

We do however recognise that there are a number of activities which make a valuable contribution to a child's education both academically and socially. These include trips associated with theme work and visits from, for example, theatre groups, practitioners and 'experts'. We wish to continue to provide such activities as part of a broad and balanced curriculum for the children but realise that they make considerable inroads into the school budget. We therefore will reserve the right to charge for some activities and to ask for voluntary financial contributions from parents for others.

Charges

The school policy for charging for activities is as follows :-

- 1. Any activity which takes place wholly or mainly in school hours**, excluding residential visits or individual tuition for music, will not be charged for. However, parents may be asked to make a voluntary contribution towards the cost of such an activity. Children will not be excluded because parents cannot/are unwilling to contribute. If a number of parents do opt out of contributing towards these activities, it may be that they will not be financially viable and cease to operate.
These activities include -
 - a) school trips
 - b) theatre visits
 - c) visits from theatre groups

- 2. Residential visits:** a charge will be made for board and lodging when the activity is deemed to have taken place during school hours. Parents will also be asked to make a contribution to cover the cost of -
 - a) pupil's travel costs
 - b) non-teaching staff costs
 - c) entrance fees to museums, castles etc
 - d) insurance costs

When the activity is deemed to take place mainly outside school hours, the whole cost of the activity will be claimed

If parents cannot/are unwilling to make contributions, such visits may cease to take place.

3. After-hours activities: such activities are viewed as optional and the whole cost of the activity will be claimed. These activities include, for example:

- a) Sports tuition
- b) Discos
- c) Evening/weekend theatre trips

4. Instrumental Music Tuition.

Music tuition in year 5 is provided by the school as part of the Music Hub LA Service. Other individual music tuition is hosted by the school but paid for separately by parents as a private arrangement.

5. Materials.

The cost of purchase of some materials may be requested for some activities. These may include:

- Art
- Design and technology
- Cooking
- Hire of instruments
- Activity specific clothing and accessories (e.g. gum shields)

The school may charge for materials or require them to be provided if the parents have indicated in advance that they wish to keep the finished product.

Remissions

For activities that fall totally within the school day (9.00 a.m – 3.20 p.m), requests for parental contributions will not be made if they are in receipt of /supported under:

- Income Support
- Income-based Jobseekers' Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit only (no working tax credit) and taxable income is below £16,190
- The Guarantee Element of State Pension Credit
- Part VI of the Immigration and Asylum Act 1999.
- Working Tax Credit during the four week period immediately after their employment finishes or after they start to work fewer hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month) as assessed by earnings from up to three of your most recent assessment periods)

We may wish to remit in full or in part the cost of other activities for particular groups of parents.

Where there is a case of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, parents will be invited to apply in confidence for the remission of the charges in part or in full. Authorisation of remission will be made by the Headteacher or in consultation with the Chair of Governors if this is greater than £500.

General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Complaints Procedure

If parents have any concerns we hope they will approach the class teacher or the Headteacher. It is our aim to help solve problems and reassure parents from the very beginning.

However, if parents feel that they wish to take matters further they can write to the Governing Body (Please refer to the School's Complaints Procedure.).

Chair of Governors _____

Date 25.10.25

Reviewed – November 2025

Next review – November 2026

UPDATE (November 2025): In line with DfE guidance (Charging for school activities, 2018), it must be made clear that all contributions are voluntary and that the activity may not proceed if insufficient voluntary contributions are received.

UPDATE (November 2025): Parents in receipt of qualifying benefits will be entitled to a full remission for board and lodging costs for residential visits organised for pupils during school hours.

UPDATE (November 2025): No charge will be made for music tuition provided under the national curriculum, for a pupil in a looked-after category, or for group tuition provided under whole-class music initiatives.

UPDATE (November 2025): In such cases, the school will remit the full cost of board and lodging for residential visits and may remit other costs in whole or in part, at the discretion of the Headteacher.

UPDATE (November 2025): The Headteacher will ensure that information about the Charging and Remissions Policy and eligibility for support is available to all parents and published on the school website, as required by the DfE's 'Statutory Policies for Schools and Academy Trusts' guidance.

UPDATE (November 2025): However, there is no obligation to contribute, and pupils will not be treated differently according to whether or not their parents make a contribution.