



# Potten End Church of England (VC) Primary School

**CHARGING & REMISSIONS POLICY**  
**Potten End Church of England Primary School**

## **Policy Review**

This policy was agreed by the Governing Board on.....26/06/25.....

It is due for review on...June 2028.....

Signature ..... Date .....

Head Teacher

Signature ..... Date .....

Chair of Governors



# Potten End Church of England (VC) Primary School

## 1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, although we do ask parents to make a voluntary contribution where additional costs are incurred.

## 2. Activities included within this policy:

2.1 The school organises swimming lessons for all children in Key Stage two. These take place in school time and are part of the National Curriculum. We make no charge for this activity. However, we do ask parents for a voluntary contribution towards the costs involved e.g. transport.

2.2 During the academic year, each teacher will organise one or more educational activities off-site. Where costs such as coach hire and admission fees are incurred, we ask parents for a voluntary contribution towards the costs involved.

2.3 The school organises two residential visits annually for children, which take place in school time, or mainly school time. These provide educational experiences directly related to the National Curriculum. For these visits we do make a charge to cover the costs of board and lodgings. We do not make any charge for the education or travel expenses. However, we do ask parents for a voluntary contribution towards the costs involved.

2.4 From time to time we offer a range of after school clubs. Some of these clubs are organised by the staff, whilst others are run by people from outside the school. Some outside providers will make a direct charge to parents. For activities run by school we charge a nominal fee. Sometimes these clubs are organised in conjunction with the Friends of the School, as fund-raising activities. When this is the case, we inform parents.

2.5 When individual or group music tuition by a peripatetic music teacher takes place, the teacher makes a charge for these lessons, which is paid directly to them.

## 3. Voluntary Contributions

3.1 When inviting contributions from parents we make it clear that these are voluntary. If an activity goes ahead, it may include children whose parents have not made a contribution. We ensure that these children are allowed to participate fully in the activity. If we do not receive sufficient voluntary contributions for an activity the school will either pay the additional cost or cancel the event.

3.2 Parents have a right to know how each activity is funded. The school keeps financial records of all activities for which additional costs have been incurred. Summary information is available on request.



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## **4. Parents on low income or in financial hardship**

4.1 Parents in financial hardship, or those in receipt of:

- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed State Pension

4.2 We feel strongly that no child should be disadvantaged for financial reasons. Where costs for board and lodgings are involved, or if a charge is made by an outside provider, or the school, parents on low income or in financial hardship are encouraged to approach the Head Teacher for financial support.

Applications are treated as confidential. When an approach is made, the Head Teacher will discuss the request with the parent and determine the level of support to be offered.