

Pipworth Community Primary School



Charging and remissions

Date Reviewed:	March 2026
Reviewed by:	Tracy Bates
Policy to be reviewed by:	March 2027

Introduction

At Pipworth Community Primary School we do not charge for most of our school-time activities. However, we make appropriate charges or request a voluntary contribution from parents/carers, which, we believe, enables the provision of a wide range of enriching activities. If a particular activity cannot take place without some help from parents/carers, this is explained to parents/carers. Crucially, no pupil will be left out of an activity solely because their parents/carers are unable to make a contribution.

There is no limit on the level of voluntary contribution, which parents/carers can make to school activities nor is any restriction placed upon the use of such contribution. A request for a voluntary contribution towards the cost of an activity could, for example, include the cost of travel for accompanying adults. Also, parents/carers could be asked for a voluntary contribution towards part of the cost whilst the shortfall could be met from the proceeds of other fundraising. Parents/carers who have contributed voluntarily may be given a refund if their child is unable to take part in the trip through illness.

Principles

- We make no charge for National Curriculum or Statutory Religious Education and related activities in school time, but may ask for a contribution where activities may not otherwise be possible due to cost.
- We may charge where an activity enriches non-statutory extra-curricular provision at any time.
- There is no obligation to contribute.
- No child will be excluded from any such activity on the basis on non-contribution.
- We may provide support towards part or all of the cost of an activity where there are financial difficulties and the parent/carer has met with the Headteacher to discuss payment.
- We support the development of community groups' use of school facilities through a flexible charging approach.
- We offer minimum cost of facilities for no-profit making community activities.
- We may raise income for the school from appropriate groups' use of facilities.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities/theme parks
- visits to the theatres, cinemas and historical places
- Musical events.

Swimming

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

Contributions are voluntary. Pupils of parents/carers who are unable to contribute will not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Key responsibilities

- The Resources sub-committee will regularly review and amend, where appropriate, this Charging and Remissions Policy, on behalf of the Governing Body.
- The Headteacher will be responsible for drafting proposals for charges.
- The School Business Manager will provide effective financial administration enabling the Headteacher to make reasonable proposals.
- The School Business Manager will liaise with the Buildings Supervisor to manage the letting of school premises.
- The Administration Officers will maintain accurate records and information of any charges or remissions made.

Exceptions

We make the following exceptions to the rules concerning not charging for activities in school hours.

- Charges will be made for individual musical instrument tuition, where this is not part of the standard school curriculum.

Damage to school property

Parents/carers and community groups are asked to make a contribution towards replacing damaged or lost school property caused willfully or negligently by their children, or those whom they are responsible for.