



Micklem Primary School Charging and Remissions Policy

Responsible Committee	Resources
Reviewed	September 2025
Next review date	September 2027
Signature	<i>K. Shah</i>
Print name	Kay Shah

1 Introduction

1.1 All the education we provide during normal school hours and any public national examinations is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2 Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

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

- visits to museums;
- sporting activities (or other activity) which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school curriculum based visits
- musical events

3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we ask for a voluntary contribution towards the educational visits or travel expenses. However, we do request a charge to cover the costs of board and lodging. If a parent/carer is unable to pay the full amount they are able to request assistance with process of payment (regular small amounts can be paid) or even some financial help towards the cost (School visits assisted funding scheme), however parents need to be aware that the fund has a limited budget. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this. However there may be a small charge to cover the cost of the musical instrument (e.g. recorder, etc.) so that each pupil has their own instrument, which they can then keep.

4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents and carers information about additional music tuition at the start of each academic year. The school may use pupil premium funding or additional curriculum funding where it sees that instrumental tuition would be of benefit to a child as part of an intervention.

5 Swimming

5.1 The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to help cover the costs. We

inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

6 After School Activities:

6.1 The school offers additional, extra curricular, after school activities. No charge will be made for these activities when they are lead by school staff, however occasionally a small voluntary contribution will be requested to purchase materials/ingredients etc. which will be used to produce an item for the child to take home. However, where an outside company is used there may be a charge.

7 School Meals

7.1 No charge will be made for any child entitled to free school meals. Other children and adults will be charged a rate determined by the Local Education Authority.

8 Damage to Property:

8.1 We may seek to recover some or all of the costs incurred due to wilful damage, loss or breakage of school property (or property belonging to a third party where the school has been charged). This will be determined by the Head Teacher.

9 Remissions

9.1 All pupils are allowed to experience the visits and visitors regardless of payment but if the school does not receive sufficient voluntary contributions then the event may be cancelled. If parents are unable to meet the full amount of the voluntary contribution due to personal financial circumstances, they are encouraged to contact the school to discuss how we can give support. All information relating to payment method is confidential. Parents are welcome to discuss any concerns with the Headteacher.

10 Refunds

10.1 Our trips are costed on all parents making a voluntary contribution. Should a child not be able to attend a school trip, club or other event for any reason, the school will unfortunately be unable to refund the money already paid.

11 Monitoring and review

11.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.