

Governors Policy for Charging and Remission



2025

To be reviewed 2026 or as required

Orchard, Southwold & Hoxton Garden Primary Schools do not charge for any activity undertaken as part of the National Curriculum. However, the Governing Body recognises the valuable contribution that a wide range of additional activities, including trips, clubs and residential experiences can make towards the pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The following is a list of activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- visits to museums
- sporting activities
- outdoor adventure activities
- visits to the theatre
- residential visits
- musical events
- transport expenses

Charges

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Residential Visits**

During Key Stage 2, children have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so no charge is made for the education aspects. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities. Parents in receipt of state benefits may receive a remission if funds are available.

- **Activities Outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours such as: Football Club, Multisport Club, Street Dance, etc. will be charged and parents are given information about these at the start of each academic year. After School care club which runs until 5.45pm is subject to separate charges which are advertised at the start of each academic year.

- **Individual Instrumental Tuition**

All children study music as part of the normal school curriculum. The Governing Body does not charge for this. However, there is a charge for individual music tuition when it is not part of the National Curriculum. The peripatetic music teachers we employ teach individual lessons and a charge is made for these lessons. Parents in receipt of state benefits may pay reduced rates or be exempt from payment if funds are available. Parents are given information about additional music tuition at the start of each academic year.

- **Breakage, Loss or Damage.**

The Governing Body will seek to recover the full cost of school property if breakage, damage or loss is deemed to be deliberate. In the case of accidental breakage, loss or damage to school property, the Governing Body may seek to recover less than the full cost of replacement.

- **Swimming**

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. The Governing Body makes no charge for this activity. Parents are informed when these lessons are to take place, and are asked for their written permission for their child to take part.

- **Sports Activities**

The school offers a range of sports activities in addition to the National Curriculum provision for Physical Education. Qualified coaches, who are not members of the school staff, run and organise these sessions. The Governing Body does not make a charge for these activities but will ask for voluntary contributions towards the cost of travel when these activities take place off site, after school hours or at weekends.

- **Charging in Kind**

The Governing Body reserves the right to charge for ingredients and materials for the following subjects: Design and Technology, Science, and Art/Craft, or require them to be provided.

- **Freedom of Information requests**

If information is requested from the school under the Freedom of Information Act, the Governing Body reserves the right to charge administrative costs in line with FOI guidelines.

Remissions

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 additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of non-payment of a voluntary contribution.

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will offer to remit in full the cost of board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum when additional funds are available to do so.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited, in confidence, to apply for the remission of charges in full or in part. The Headteacher, in consultation with the Chair of Governors, will authorise such remission.

Links to Other Policies:

- Parent Partnership Policy
- Governor Allowances Policy
- Learning & Teaching Policy
- Data Protection Policy
- Acceptable Use Policy
- Safeguarding Policy