



# Charging and Remissions Policy

January 2026

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This policy was first agreed by the Governing Body in 2003 and follows the Local Authority guidance. It is reviewed annually.

## Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

We may request a voluntary contribution towards activities that are part of the National Curriculum. We may also make a charge for activities beyond the National Curriculum.

When we request a voluntary contribution or make a charge is set out below.

## Voluntary donations

Families may make a voluntary donation to the school, if they wish. There is no obligation or expectation on any family to make any donation.

All pupils will have equal access to provision at school and be treated in the same way, irrespective of whether their family has or has not made a donation.

One-off or regular donations should be made to our dedicated bank account. Details are available on request.

## Voluntary contributions for activities as part of the curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the Governing Board may invite parents to contribute to the cost of the activity. All contributions are voluntary.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given. If appropriate and funds allow, the school or PTFA may pay a proportion of the costs in order to support a visit. If parents give permission for their child to go on a trip or activity but do not contribute and do not give a reason, the school may contact them to clarify. Parents have a right to know how each trip is funded. A spreadsheet of any costs will be made available on request.

If we do not receive sufficient voluntary contributions, we may cancel the activity.

## Residential visits

The school organises residential visits and trips for pupils which involve pupils staying away from home for at least one night.

These visits and trips are in addition to the National Curriculum. Pupils' attendance at these visits and trips is voluntary.

The Governing Board charges parents for the cost of these visits and trips. The cost of these trips include board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

All parents will be given the option of a payment plan to spread the costs of the residential visit.

Where feasible (and upon request), financial support will be provided for children of families on forms of Income Support or in special circumstances to enable them to take part in the option of their choice. This will be stated clearly on letters and is dealt with discretely and in confidence by the Head teacher.

## Optional extra activities

These are activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education.

The Governing Board charges parents for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, materials, books, equipment, entrance fees and/or insurance.

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

- sporting activities which incur transport expenses;
- musical events.

## Charging in kind

All pupils study cooking as part of the school curriculum. A small charge is made annually to cover the cost of consumable ingredients used during the year. Pupils take part in up to 6 cooking activities each school year.

The cost of materials and/or equipment needed for practical subjects such as Design & Technology is budgeted for and borne by the school. However, the school may charge for or require the supply of materials if the product is to be owned and taken home by the child afterwards, for example, models containing electrical equipment or batteries, or homework study books.

## Music instrument tuition

All children study music as part of the National Curriculum. The Governing Board makes no charge for music education as part of the National Curriculum.

Music instrument tuition is not part of the National Curriculum. The Governing Board may make a charge for individual or group music tuition. This charge is made to cover costs of the Ealing Music Service which provides peripatetic music teachers to teach individuals or small group lessons on the school site.

We give parents information about additional music tuition and associated costs at the start of each academic year.

## Swimming lessons

The school organises swimming lessons for targeted groups of children in key stage 2. These take place in school time and are part of the National Curriculum.

The Governing Board makes no charge for this activity.

## Nursery education and childcare

All parents are entitled to 15 hours of Nursery education. Some parents, subject to eligibility, are entitled to 30 hours of Nursery education and childcare.

The Governing Board makes an additional charge for meals, non-food consumable resources and other activities.

Parents may purchase additional, private paid hours of Nursery childcare, beyond any government-funded entitlement.

Fee information is published on the school's website.

The school accepts payment in the form of Childcare Vouchers administered by employers from a range of providers and Tax-Free Childcare administered by the government.

Parents manage their own child's Nursery education and childcare account. When a child leaves the Nursery, parents may request a refund of any credit balance within 6 months of the date of leaving the Nursery. Tax rules may prevent or limit the amount of any refund. After 6 months of the date of leaving the Nursery, the school will retain any credit balance.

## Childcare

The Governing Board operates a wrap-around childcare service for pupils at the school before and after school hours and during school holidays.

The Governing Board charges parents for childcare. A fee is charged for childcare per pupil per session. Fee information is published on the school's website.

The school accepts payment in the form of Childcare Vouchers administered by employers from a range of providers and Tax-Free Childcare administered by the government.

Parents manage their own child's childcare account. When a pupil leaves the school, parents may request a refund of any credit balance within 6 months of the date of leaving the school. Tax rules may prevent or limit the amount of any refund. After 6 months of the date of leaving the school, the school will retain any credit balance.

## Specialist clubs

Specialist clubs are offered before and after the main school day to enrich the curriculum.

The Governing Board charges parents for these activities so that costs are covered and to allow for any necessary investment in equipment and resources. Fee information is published on the school's website.

The school accepts payment in the form of Childcare Vouchers administered by employers from a range of providers and Tax-Free Childcare administered by the government.

Parents manage their own child's childcare account. When a pupil leaves the school, parents may request a refund of any credit balance within 6 months of the date of leaving the school. Tax rules may prevent or limit the amount of any refund. After 6 months of the date of leaving the school, the school will retain any credit balance.

## Remissions

In order to remove financial barriers from disadvantaged pupils, the Governing Board may offer activities and visits at no charge or a reduced charge to parents of pupils who are in receipt of Free School Meals.

## Breakages & damage

The Governing Board reserves the right to ask parents to pay for the cost of replacing any item such as:

- broken windows;
- defaced, damaged or lost text books;
- replacement reading or homework diaries;
- any item damaged as a result of inappropriate pupil behaviour.

## Special Educational Needs & Disabilities

The Governing Board will make reasonable adjustments and the pursuit of equity when considering charging, remissions, breakages and damage for pupils with special needs or disabilities.

The Governing Board may make a reduced charge or no charge:

- for breakage or damage if the cause was related to a pupils' special educational needs or disability
- for activities and visits to enable a pupil with special educational needs or a disability to attend.