Longhoughton CE Primary School
Charging and Remissions Policy

This policy is awaiting ratification by the Academy Committee

"God has given each of us a gift from his great variety of spiritual gifts; use them well to serve each other." 1 Peter 4:10-11

Everyone is Welcome

1. Introduction & Ethos

At Longhoughton CE Primary School, anchored in our Christian vision where everyone is welcome and encouraged to reach their full potential with courage, compassion, and creativity, we believe that all pupils should have equal access to a rich, varied, and engaging curriculum.

This policy has been produced in accordance with Sections 402 and 450–458 of the Education Act 1996 and Department for Education (DfE) guidance on *Charging for School Activities*. It sets out the school's position on charging, voluntary contributions, and remissions.

2. Education During School Hours

No charge will be made for:

- Education provided during school hours, including the supply of materials, books, equipment, or transport necessary to deliver the National Curriculum or Religious Education.
- Instrumental/vocal tuition provided as part of whole-class National Curriculum music lessons.
- Admissions applications.

3. Voluntary Contributions

3.1 School Educational Visits & Visitors

When planning educational visits, trips, or workshops that enrich the curriculum, the school invites parents/carers to make a **voluntary donation**.

- The requested voluntary donation is determined according to the total cost of the activity divided by the number of participating pupils.
- No child will be excluded from a trip or activity because their parents/carers are unable or unwilling to pay.
- **Note:** If insufficient voluntary contributions are received, the school reserves the right to cancel the trip/activity if it cannot be funded by other means.

3.2 Swimming Lessons

Swimming is a statutory component of the Physical Education curriculum. While the instruction itself is provided at no charge, the school asks parents/carers for a **voluntary donation to cover transport costs** to and from the pool.

4. Optional Extras & Additional Services

Charges will be made for optional activities that take place wholly or mainly outside school hours and are not part of the statutory National Curriculum:

4.1 Wraparound Care

- **Charge: £5.00 per hour** (or part hour) per child.
- Bookings and sessions must be managed in accordance with the school's wraparound care terms and conditions.

4.2 School Dinners

- **Charge: £2.80 per meal**.
- School meals are payable for pupils in Key Stage 2 (Years 3–6), unless eligible for Free School Meals (FSM).
- Under the Universal Infant Free School Meals (UIFSM) scheme, all children in Reception, Year 1, and Year 2 are entitled to a free school meal each day.

4.3 Extra-Curricular Clubs

- **Charge:** A **small fee per session** for selected extra-curricular clubs run by the school or third-party providers.
- Details of specific charges for each club will be communicated before booking commences.

4.4 Individual & Small Group Music Tuition

- Charges may be made for optional music tuition delivered to individual pupils or small groups at the request of parents.

5. Payment Method

All payments for school services—including wraparound care, school dinners, extra-curricular clubs, and voluntary donations for trips and swimming transport—must be made online via **ParentMail**

- Parents/carers are provided with ParentMail login credentials upon enrolment.
- Accounts must be kept in credit for pre-booked services (such as wraparound care and school dinners).

6. Damage to School Property & Loss

The school reserves the right to charge parents/carers for the cost of repairing or replacing school property, equipment, or books damaged or lost as a result of a pupil's wilful misbehaviour or negligence.

7. Remissions & Financial Hardship

The school recognises that some families face financial hardship. To ensure equality of opportunity:

- Families in receipt of statutory benefits (including those eligible for Pupil Premium/Free School Meals) may be eligible for financial assistance or remissions for certain educational activities or residential costs.
- Parents/carers experiencing temporary financial difficulty are encouraged to speak confidentially to the Headteacher.

8. Monitoring and Review

This policy is reviewed annually by the Academy Committee and updated as necessary to remain compliant with DfE guidelines and local authority policies.