



THE EDWARD RICHARDSON PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Date of last review	Summer 2025
Term next due for update	Summer 2026
Member of staff responsible for this update	Headteacher
Governor responsible for this update	Lead Finance Governor
Requirement	Statutory

1. Educational Visits and Activities in School Time

The school has an active programme of educational visits. Parents are informed of the nature and purpose of each visit and asked to make a voluntary contribution to cover the cost. They are clearly informed that no child will be prevented from participating in such a visit on grounds of inability or unwillingness to pay. Parents are also informed that if insufficient contributions are received to make the trip viable the right is reserved to cancel (and refund all money paid). Any cost arising on a trip which goes ahead that is not covered by voluntary contributions will be met from school funds. Parental contributions are expected to cover a minimum of 85% of the full cost. If 85% contributions are not forthcoming the trip will not go ahead. This will be made clear in the letters home. Parents are welcome to discuss any problems they may have with contributions. No profit will be made from any activity.

2. Visits Wholly Outside School Time

Occasionally a visit may be organised outside school time (eg: Saturday sports events). On such occasions details are sent to parents who have the opportunity to include their children. The cost is clearly stated and payment requested. Approaches from parents or carers who will have difficulty with the cost will always be sympathetically considered. Alternative arrangements for payment, or direct support from school, are arranged at the discretion of the Headteacher. These criteria will also apply to 'Wrap Around' care and Extended School.

3. Visiting Groups to the School

From time-to-time performances may be given to children in school (theatre groups etc). On such occasions parents may be notified and asked to give a voluntary contribution to the cost. No child is refused participation on the grounds of inability or unwillingness to pay. Any shortfall will be met from school funds. If the shortfall is too great the school reserves the right to cancel the event. Once again 85% contribution will be considered to be the cut off point for viability.

4. Swimming

Pupils in Year 3 and Year 4 take part in swimming lessons during the Summer term, as part of the statutory National Curriculum. The cost of the swimming sessions themselves is fully funded by the school. However, parents and carers will be invited to make a voluntary contribution towards transport costs to support the continuation of this provision.

5. Residential Visits

A residential visit is typically organised every two years for pupils in Years 5 and 6. The visit usually includes accommodation, full board, and transport. Parents and carers receive comprehensive information in advance through written communication and a presentation evening held at school.

Charging arrangements will follow the guidance set out in the Local Authority's School Administration Handbook, which outlines whether the activity falls within or outside school hours. Families in receipt of qualifying benefits will be entitled to request remission for the board and lodging element of the visit.

Where applicable, voluntary contributions may be invited in line with the approach detailed in paragraph 1 of this policy.

6. Applications for Remission

Applications for remission must be made in advance of the school making a commitment to run an activity. Retrospective remission will not be available as the school needs full knowledge of remissions and contributions prior to making commitment to any undertaking involving a cost. Remission from charges may be offered for chargeable activities for children eligible for Free School Meals through the Pupil Premium.

7. School Meals

School meals will be charged for and ordered directly through our provider's own website. Those entitled to Free School Meals are able to order without payment. All parents will be informed that those in receipt of appropriate benefits are entitled to claim for Free School Meals at Key Stage 2 and they will be encouraged to take advantage of this option. The school will endeavour to maximize uptake of such healthy school meals.

8. Balance Sheets

A balance sheet will be available for every activity involving parental contributions. This will outline costings and income from voluntary contributions.