Adelaide Primary School

Charging and Remissions Policy

Respect – Equality - Effort

"Our vision is to provide all of our children with a body of knowledge, skills and vocabulary alongside the development of an exceptional character so that they thrive and succeed in all that they do!"

Reviewed: September 2026

Next review: September 2027

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1. Introduction

This policy has been formulated in accordance with DFE guidance on: Charging for School Activities.

2. Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

3. Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher is responsible for its implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

4. Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

5. Charges

(a) board and lodging on residential visits (not to exceed the costs)

(b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

(i) travel
(ii) materials and equipment
(iii) non-teaching staff costs
(iv) entrance fees
(v) insurance costs

(c) individual tuition in the playing of a musical instrument

(d) re-sits for public examinations where no further preparation has been provided by the school

(e) costs of non-prescribed examinations where no further preparation has been provided by the school

(f) any other education, transport or examination fee unless charges are specifically prohibited

(g) breakages and replacements as a result of damages caused wilfully or negligently by pupils

(h) extra-curricular activities and school clubs.

(i) The charge for school meals will be determined by the Trust and communicated to parents and carers. Charges may be reviewed from time to time. Children in Reception, Year 1 and Year 2 are entitled to Universal Infant Free School Meals. Applications for benefits-related Free School Meals should be made in accordance with the local authority process, and eligibility will be determined by Hull City Council.

(j) If a parent requests an extra session in the Foundation Stage One and a place is available a fee determined by the Trust will be charged, if the child stays over the lunchtime period an additional charge in line with the Trust charges will be payable as this is not part of direct teaching time.

(k) Charges for community use/private lettings are made to outside users and these are outlined in the community use policy

(l) Admission charges may be made to School Fairs, performances, discos and other activities specifically organised to raise funds.

(m) The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

6. Community Use

Any club for school age children, organised by external providers who charge membership fees and operating before 6pm will be managed as a private letting using the concessionary hire rates. For usage wholly after 6pm, lettings will be managed as Directed Community Use

(LA). The respective school will retain up to date ERCAS registration/Insurance certificates and provide users with the school Premises hire Policy. A log will be maintained of usage and invoices generated on a termly basis.

Any free, school run clubs or other clubs run on a charitable basis will not incur charges.

7. SLAs

Any shared services brokered to other schools will be subject to a Service level Agreement and agreed hourly rate. The hourly rate will be based on staffing costs, CPD, travel and other performance related costs. Rates will be subject to review on an annual basis.

8. Remissions

Children whose parents are in receipt of qualifying benefits for Free School Meal entitlement will be entitled to the remission of charges for board and lodging costs during curriculum-related residential school trips.

9. Voluntary Contributions

a) Parents will be invited to make a voluntary contribution for the following:

a) Educational visits and associated transport costs. The school will subsidise these where possible.
b) Theatrical performances.
c) Other optional, extra provision for the pupils, which may not take place without financial support.

b) Voluntary contributions are important in helping the school provide a wide range of educational visits and enrichment opportunities. Where insufficient contributions are received, some visits, activities, or events may need to be cancelled or may not be able to take place.

c) The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

The Governing Body recognises that some families may have difficulty in making a voluntary contribution towards a school journey. In these cases, it will carefully consider any application for assistance, in conjunction with the Headteacher and act upon it. A similar action will be applied to cases of hardship where the Governing Body are entitled to make charges.

All such cases will be dealt with sympathetically and with the minimum of formality.

The Governing Body, having stated its policy on charging, sincerely **hopes** that school visits and activities remain a strong and vibrant part of school life, thereby enhancing the educational opportunities of all children attending Adelaide Primary School.

Contributions will be used to:

- Subsidise the costs associated with educational visits
- Payment of fees attached to Theatrical Performances

10. Sign Off

Approved By (print name):	Kirsten Bradley
Role Title:	Headteacher
Date:	18.9.26