



Dream Big, Aim High
& Make a Difference

Potley Hill Primary School Policy for Charging and Remissions

The Governing Body of Potley Hill Primary School upholds, wherever possible, the principle of free school education. It is responsible, in consultation with the Headteacher, for the implementation of a Charging & Remission policy.

The School reserves the right to charge in any circumstances permissible under the Education Reform Act 1988.

As a School Governing Body, we do not charge for:

- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.

Charges can be made for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- instrumental and vocal tuition where this is in addition to the music provision provided as standard by the school and comes at the parents request
- the letting of community facilities;
- replacing damaged or lost school property caused wilfully or negligently.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not: a) part of the national curriculum; b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Voluntary contributions

For day trips, visitors and certain other activities, the school may ask parents for voluntary contributions. However, if the activity cannot be funded without voluntary contributions, the governing body or

Headteacher should make this clear to parents at the outset. The Headteacher must also make it clear to parents that there is no obligation to make any contribution.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Any parents who experience difficulties in providing the cost of a visit can contact the Headteacher to discuss the situation in the strictest confidence and to agree appropriate arrangements. Where possible, the school will aim to support families experiencing financial difficulties or those on Income Support. Any shortfall will be taken out of the school's budget share, Pupil Premium funding or paid for through fund-raising/charity support.

If, however, a substantial number of parents are unable to make voluntary contributions it may be necessary to cancel the visit. This will be clearly stated in the trip letter.

Optional school trips outside school hours or residential expenses

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made in such cases as residential trips.

No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

When parents are informed about a forthcoming visit, the school will make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

Reviewed: June 2025

Next review: June 2026