



Warren Park Primary School

Charging and Remissions Policy

Reviewed by:	FGB	Responsibility:	FGB
Last Review:	May 2026	Next Review:	May 2028
Review Cycle:	Bi-Annually	Ratified by FGB:	18.05.2026
Chairperson's signature: <i>J. Fish</i>			

This policy is based on advice from the Department of Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 in which the law on charging for school activities in maintained schools in England is set out.

1 Introduction

- All the education we provide during normal school hours is provided free of charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, however we do request a voluntary contribution towards school trips made during the school day which support teaching and learning.

2 Voluntary contributions

- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may need to cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.
- 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, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.
- The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:
 - visits to museums,
 - sporting activities which require transport expenses
 - visits to places in relation to curriculum topics;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - visits to the school by companies to provide topic based workshops.

3 Residential visits

The school aims to offer pupils the opportunity to attend a residential visit during their time at Warren Park Primary School, traditionally in Year 5.

Where a residential visit takes place mainly or wholly during school time and is intended to support the delivery of the National Curriculum:

- Parents and carers may be charged for board and lodging only.
- No charge will be made for the cost of education, instruction, or supervision provided during school hours.
- The school may request voluntary contributions towards other costs associated with the visit, such as transport and activities.

Remissions for Residential Visits

In line with statutory requirements:

- Parents/carers who are in receipt of qualifying benefits (the same criteria used to determine eligibility for Free School Meals) will not be required to pay for board and lodging for residential visits that take place mainly during school time.
- Charges for board and lodging will be fully or partially remitted in these circumstances.

The overall cost of a residential visit will be carefully assessed to ensure that it is affordable and represents best value.

If insufficient voluntary contributions are received to cover additional costs, the school reserves the right to cancel or postpone the visit.

Parents/carers who experience financial difficulty, but wish their child to attend a residential visit, are encouraged to speak confidentially with the Headteacher. Where possible, extended or alternative payment arrangements may be agreed.

4 Music tuition

- All children study music as part of the normal school curriculum. We do not charge for this.
- There is a charge for small-group music tuition which is provided at the request of the pupil's parent, and which is an additional curriculum activity and not part of the National Curriculum.

5 Swimming

- The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this.

6 Extra-curricular activities

- The school offers additional extra-curricular activities and may charge for the cost of resources.
- Some sports clubs are provided by a third party and parents may be required to make a fixed contribution towards the cost.

7 School Lunches

- School lunches should be paid for in advance. Any paid lunches not actually ordered to the kitchen (due to absences or trips), will roll forward to be taken at a later date.

- Lunches should be paid for directly to the school via Arbor. Meals will not be ordered or supplied without sufficient funds on the Arbor account. If this occurs, the school office will attempt to contact parents/carers to request a packed lunch be provided.
- Free School Meals are available to children whose parents/guardians are in receipt of benefits. There is an online service where you can check your own eligibility for free school meals. This can be accessed through the school website (Useful Links page) or <https://www.cloudforedu.org.uk/ofsm/hants/>. If you require assistance in checking eligibility the school office will be happy to help

8 Breakfast Club

- Our Breakfast Club is subsidised by school funds and we will therefore require places to be booked and paid for in advance. In order to prevent arrears accumulating to a point beyond parents means to settle, we will only allow one week of arrears. After this time the debt must be paid in full and pupils will not be able to attend the Breakfast Club sessions until full payment of the debt is received.
- If these costs remain unpaid, we may be required to remove access to the Breakfast Club until the debt is cleared.

9 School minibus

- We normally add a nominal charge to the cost of visits if children are transported in the minibus. However, we use this charge only to cover the expenses of the trip, and not to make a profit.
- We do not make a charge if children are transported in the mini-bus to an extra-curricular activity.

10 Charges for Activities

- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on the parents who can pay to support those who cannot pay. Additional support may be available at the Headteacher's discretion.
- The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents.

11 Damage to Property

- Parents can be asked to pay for wilful damage to school property or the misuse of books and equipment.
- A charge will be made to replace lost reading books.

12 Reimbursements and Refunds

- Please note that refunds relating to activities and trips will be limited to those costs that the school is able to recover, regardless of whether the unwanted place is taken or not. If your child is no longer able to attend the trip, for whatever reason, we cannot guarantee any reimbursement will be made. The school is unable to refund amounts that is has been unable to recover.

13 Debt Management

- The school has no facility to carry debts. If debts are incurred, then the school has to use its budget to pay for them. This means that money, which should be spent on children's education, is used to pay for debts incurred by parents/carers not paying. Individuals or organisations that have previously defaulted on payments to the school will not be allowed further credit facilities. Where payments are regularly or consistently paid outside of the terms of supply, credit facilities will be withdrawn;

please note that this includes credit for school dinners, club attendance and residential trip payments.

- The school will work closely with parents in working out a form of payment plan to help resolve any arrears.
- However, where no attempt is made to clear the debt we may be required to pass the debts to either Hampshire County Council Legal Team or a debt management company.

14 Monitoring and review

- This policy is monitored by the governing body, and reviewed every two years, or earlier if required in response to changes in legislation or guidance.