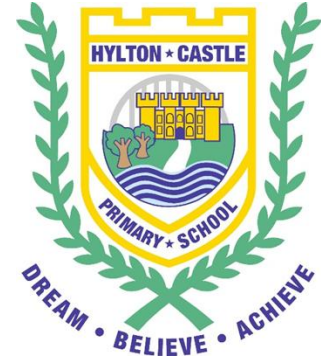


HYLTON CASTLE PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY



Link governors: Caroline Comer

Policy written by: Emma Olsen

Date ratified by governors: February 2026

Review date: February 2027

1. Introduction

The Governing Body recognises the valuable contribution that educational visits, visitors and extra-curricular activities make to pupils' education. This policy sets out the circumstances in which the school may make a charge, request voluntary contributions, or offer remissions, in accordance with the Department for Education guidance and the Education Act 1996. No child will be excluded from an activity on the grounds of their parent/carer's inability or unwillingness to pay a voluntary contribution.

2. Activities Outside School Hours (Optional Extras)

Where an activity takes place wholly or mainly outside school hours and is not part of:

- the National Curriculum
- statutory religious education
- a prescribed public examination syllabus

it is regarded as an **optional extra**.

For optional extras, parents/carers may be charged the full cost of participation, including:

- Staff costs (including supply cover where required)
- Transport
- Entrance fees
- Tuition or instructor costs
- Equipment
- Insurance
- Administration
- Board and lodging (for residential visits)
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Participation is subject to parental agreement and payment in advance.

2. Activities During School Hours

No charge will be made for:

- Education provided during school hours (including materials and equipment)
- Activities that form part of the National Curriculum
- Religious education
- Activities that are part of a prescribed public examination syllabus

However, the school may charge for:

- a) Individual or small group music tuition not part of the National Curriculum or a prescribed examination syllabus
- b) Board and lodging on residential visits
- c) Entry to non-prescribed public examinations
- d) Re-sits of prescribed public examinations where no additional preparation has been provided by the school

3. Music Tuition

Charges may be made for individual or small group music tuition where this is not part of the National Curriculum.

- Payment is due termly and must be received by the end of the second week of term.
- If payment is not received, lessons may be withdrawn after reasonable reminders have been issued.
- The school will make every effort to contact parents/carers before lessons are cancelled.

4. Voluntary Contributions

For activities taking place during school hours, the school may request voluntary contributions to cover costs.

Parents/carers will be informed that:

- There is **no obligation** to make a contribution.
- Pupils will not be treated differently according to whether or not a contribution is made.
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However, if insufficient voluntary contributions are received to cover the cost of an activity, the school reserves the right to cancel the activity.

Voluntary contributions may be used to fund:

- Transport
- Entrance fees
- External providers (e.g. theatre groups, workshops, visiting speakers)
- Supply cover where necessary
- Equipment
- Insurance
- Administrative costs

There is no upper limit to voluntary contributions, and funds raised will be used to support pupils' educational experiences

5. Residential Visits

The school may charge for board and lodging on residential visits.

Where a residential visit takes place:

- During school hours; or
- Outside school hours but as part of the National Curriculum, religious education, or a prescribed examination syllabus

The school may also use available funds, grants or bursaries to support families in financial hardship.

7. Remissions and Support

The Governing Body is committed to ensuring equal access to all activities.

Full or partial remissions may be available for families receiving qualifying benefits (such as those used to determine eligibility for Free School Meals) or experiencing financial hardship. All requests for support will be treated confidentially.

8. Cancellation and Refunds

Parents/carers will be informed in advance of:

- The nature and purpose of the visit
- Dates and times
- Venue(s)
- Activities planned
- Cost and the break-even point for voluntary contributions
- The cancellation policy
- The cut-off date for responses and payments

If insufficient funds are received by the stated deadline, the activity may be cancelled.

Refunds:

- Where the school cancels an activity, all payments will be refunded.
- Where a pupil withdraws after a booking has been made, refunds may only be possible if costs can be recovered.
- Non-refundable deposits paid to third parties may not be refundable.
- Exceptional circumstances will be considered at the discretion of the Headteacher and Governors.
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9. Breakages and Damage

Parents/carers may be charged for the full cost of breakages, damage or loss of school property resulting from a pupil's behaviour. The decision to make a charge will be at the discretion of the Headteacher in consultation with Governors.

10. Practical Subjects

A charge may be made for materials used in practical subjects where parents/carers have indicated in advance that they wish to own the finished product.

11. Monitoring Participation

The school may maintain records of participation in trips and visits to ensure equitable access and monitor inclusion.

12. Amendments

The Governing Body reserves the right to review and amend this policy in line with statutory requirements and updated guidance.

Parents/carers will be notified of any changes. Amendments will not apply retrospectively to activities already arranged.