

CHARGING AND REMISSION POLICY

This Aldborough Primary Policy applies to all stakeholders.

DATE OF GOVERNOR APPROVAL	**November 2026**
REVIEW FREQUENCY	**Annually**
REVIEW DUE	**Autumn 2027**
STATUTORY REQUIREMENT	**YES**
AMENDMENTS	
Date	**Summary of Amendment/s**
January 2020	Equality Impact Assessment completed
November 2022	Update to timings and sessions for ASC Paragraph 4.1 updated in line with school refund practice
October 2024	No changes required
October 2025	No changes required
November 2026	Updated in line with Infospace Policy Appendix 10 September 2026

ALDBOROUGH PRIMARY SCHOOL
Charging and Remission Policy

Charging Policy

1.1. *The charging policy of the LA* applies to all maintained schools, including nursery and special schools, and Sixth Form Colleges.

1.2. The charging policy relates only to charges which may be made by the LA or a school governing body and **does not apply to any educational activity for which charges are levied by other persons.**

1.3. Charges **will be made** in respect of the following:

- Individual tuition in playing any musical instrument except where it forms part of the syllabus for a prescribed public examination or is provided as part of the national curriculum.
  The charge will include the cost of the teacher giving the tuition, the cost of sheet music and the hire (including maintenance) and insurance of the musical instrument.

- Attendance at Aldborough Primary Breakfast Club Monday – Friday, from 8:00 until 8:55

- Attendance at Aldborough Primary After School Club, Monday – Thursday 15:15 – 17:30, including a potential charge for lateness collecting a child from school. The latter is at the discretion of the Head Teacher.

- All non-residential activities which take place **wholly, or more than 50% outside school hours** where the child's participation has been agreed in advance by the parent.
  The charge will include the cost of travel, entrance fees, insurance costs, materials, books, equipment, non-teaching and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity.

- Board and lodging **in all cases** where a school activity involves pupils in nights away from home.

- Residential trips deemed to have taken place **outside school hours** (ie. where the number of 'missed' school sessions is less than 50% of the number of half days taken up by the residential activity).

The charge will include the costs of travel, entrance fees, insurance costs, board and lodging, materials, books and equipment, non-teaching and teaching staff where a teacher or instructor has been engaged specifically for the purpose of providing the activity.

Schools cannot charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a public examination 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 visit.

Schools can ask parents for voluntary contributions towards the cost of:

- Any activity taking place during school hours
- School Equipment
- General School Funds

Children of parents unwilling or unable to contribute may not be discriminated against. If insufficient voluntary contributions are received, with no alternative method to make up the shortfall, the activity should be cancelled. It is advisable to make parents aware from the outset of the possible cancellation of an activity if insufficient voluntary contributions are received.

Remission Policy

2.1 The Remission Policy of the LA applies to all maintained schools, including nursery and special schools, and Sixth Form Colleges.

Remission of charges - only parents who are in receipt of Universal Credit, Income Support, Working Families' Credit, Disabled Person's Tax Credit or Income Based Job Seekers Allowance are eligible for remission of charges. Remission of charges only applies to board and lodgings charges, which are levied directly by the LA or the school and where they relate to activities, deemed to take place wholly or partly in school hours.
Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.
Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Friends of Aldborough School

3.1. Friends of Aldborough raise money to subsidise some of the following:-

- The cost of visits made by children.
- The cost of visiting artists to school eg. Puppet Theatres, drama groups etc.

The Parents will be asked for a voluntary contribution also.

3.2 Pupil Premium children will, at the discretion of the Head Teacher, be given special consideration.

Refunds Policy

4.1. Refunds will only be offered in exceptional circumstances, e.g. if a school visit is cancelled and the venue and transport provider make no charge, or if the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is £5 per pupil.

Useful Links:
Latest DfE guidelines:
https://www.gov.uk/government/publications/charging-for-school-activities
Learning Outside the Classroom guidance:
Learning Outside the Classroom - CLOtC - Helping you take your teaching beyond the classroom

Amendments prior to Autumn 2017

Date Reviewed	Notes from Review
19.11. 08 Agreed at Finance & Personnel	Use **current** LA guidelines for those applicable for Remission of Charges. Remove actual for the year.
20.20.2010 Agreed at Finance & Personnel	Refunds section was added to the Policy (in response to FIMSIS)
11.2011 Agreed at Finance and Personnel	Policy altered to recognize Friends subsidise both day school trips and residential trips.
October 15th 2012 Agreed at F&P Meeting	Alison created this chart to track changes.
October 14th 2013 Agreed at F &P Meeting	No Changes.
November 17th 2014 Agreed at F&P Meeting	Changes to reflect Pupil Premium Pupils

October 13th 2015 Agreed at F&P Meeting	No notes
October 17th 2016 Agreed at F&P Meeting	Reviewed without changes. HT to cross reference paragraphs *to LA policy.*
October 10th 2017 Agreed at F&P Meeting	No notes
Spring 2020 Agreed at F&P Meeting	No notes
October 2020	No notes
October 2022	Change in timing and days for ASC