Primrose Hill Primary School

Charging and Remissions Policy

Policy Title:	**Charging and Remissions Policy**
Date adopted:	July 2026
Date of next review:	July 2027 (recommended)
SLT Lead:	Pippa Higgins – School Business Leader
Committee:	Resources Committee
Statutory requirement:	Yes

1. Introduction/Context

1.1 This policy is in accord with the provisions of the Education Act 1996 and associated legislation, including the Charging for School Activities advice from DfE (May 2018).

1.2 No charge is made by the school for any education activity provided by school staff during school hours, including materials, books, equipment and transport.

1.3 This policy covers pupils from Nursery to Year 6.

2. Purpose/Aims

2.1 This policy is included in the DfE's Statutory policies for schools list. It seeks to ensure that equality of access is maintained for all pupils of Primrose Hill Primary School and that high value for money is achieved.

3. Residential Trips

3.1 Charges will be made for board and lodging, except for pupils eligible for Pupil Premium. For these pupils, a subsidy will be made by the school up to the full cost of the trip, dependent on circumstances and agreed by the Headteacher).

3.2 All requests for contributions will make it clear that they are voluntary, although trips may not be able to take place if insufficient contributions are received.

3.3 Parents/carers will always be informed that they should speak to the Headteacher if they are having any difficulty making the contribution.

4. Day Trips

4.1 Voluntary contributions will be requested from parents/carers to cover the total cost. For pupils eligible for Pupil Premium, a subsidy will be made by the school up to the full cost of the trip, dependent on circumstances and agreed by the Headteacher.

4.2 All requests for contributions will make it clear that they are voluntary, although trips may not be able to take place if insufficient contributions are received.

4.3 Parents/carers will always be informed that they should speak to the class teacher or Headteacher if they are having any difficulty making the contribution.

5. Music Tuition

5.1 Voluntary contributions will be requested from parents/carers up to the full cost of providing music tuition, music and instrument hire, for individual or group instrumental lessons, in or out of school hours, except for pupils eligible for Pupil Premium. For these pupils, a subsidy will be made by the school up to the full cost of the tuition and hire, dependent on circumstances and agreed by the Headteacher.

5.2 Where the tuition is provided at the request of the parent/carers, they will be charged for up to the full cost of providing music tuition, music and instrument hire. Where the student is eligible for Pupil Premium, a subsidy will be considered by the school up to the full cost of the tuition and hire, dependent on circumstances and agreed by the Headteacher.

6. Resources

6.1 A voluntary contribution will be requested for all early year's children to cover the cost of additional materials to support cooking with children.

7. Deposits

7.1 If a student cancels their place on a trip without sufficient notice, or loss or damages any items loaned to them via a deposit, they may lose their deposit.

8. Online Payments

8.1 Online payments are encouraged for all payments by parents/carers to the school. This includes loading up the pupils' meals account (where applicable), clubs and paying for trips and events. This approach reduces the requirement for pupils to bring cash onsite.

8.2 Online payments by credit card may include a charge to cover the transaction charges.

9. Property

9.1 **School property – pupils:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a student may be charged wholly or in part to the parent/carer at the Headteacher's discretion.

9.2 Pupils (and their parents/carers) who are loaned valuable equipment (e.g. laptops/other devices) may be asked to sign to acknowledge receipt, that they will only use it for the intended purpose, and that they (or their parents/carers) may be asked to pay for repair/replacement in the event of damage/loss.

9.3 **School property – visitors:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a visitor to the school site may be charged wholly or in part to them or the responsible organisation at the Headteacher's discretion. This includes property belonging to organisations working on the school site.

9.4 **School property – staff:** The cost of repair or replacement of any school equipment, facilities, infrastructure, books, instruments, computer equipment, etc. lost or damaged by a member of staff may be charged wholly or in part to the member of staff at the Headteacher's discretion. This includes property belonging to organisations working on the school site.

9.5 There are some items of school property that staff members may be required to have, including (but not limited to) an ID badge, keys for specific areas of the school, a laptop/tablet/mobile phone/other device, etc. These items will be allocated to staff without charge, but any repair/replacement due to loss or damage may be charged to the member of staff. Staff may be asked to sign for some items to acknowledge receipt and that they may be asked to pay for repair/replacement in the event of damage/loss.

9.6 **Student/Staff/Visitor property:** Whilst the school will take a reasonable view of the security and condition of property brought on site and will do our best to ensure it is protected, the school is not liable for the damage or loss of any property (including cash), including that which is confiscated by the school. Pupils are advised not to bring mobile phones, laptops or other devices to the school site.

9.7 The Headteacher will apply discretion on a case by case basis, but if a student, staff member or visitor is bringing an item of value on site, e.g. a musical instrument or a laptop/mobile phone/other device, it is their responsibility to ensure it is insured and secured appropriately. Personal deliveries to the school site are not encouraged and are made at the individual's own risk.

9.8 A visitor to the school site is defined as anyone other than staff or pupils who are on the school site – visitor, contractor, agency staff member, governor or lettings user. This policy applies when loss or damage to the school's property takes place away from the school site. It applies when loss or damage to a student/member of staff's personal property takes place away from the school site when under the supervision of the school/on school business.

10. Responsibilities

10.1 Responsibilities of the Senior Leadership Team

10.1.1 The appropriate Senior Leader is required to give due consideration to all requests from parents/carers for financial support with costs.

10.2 Responsibilities of staff

10.2.1 Staff with responsibility for organising trips and other equipment/activities covered by the above policy are required to ensure that they make the contributions/charges/deposits clear, as well as the right for parents/carers to ask for assistance with the cost.

10.2.2 Staff are expected to respect and show responsibility for the school's equipment and facilities, supporting pupils to do the same, and taking responsibility for any items of school property that they are required to have (e.g. ID badges, keys,

walkie talkies, electronic devices, etc.). This includes not allowing pupils or other unauthorised persons to use these items without appropriate permission.

10.3 **Responsibilities of pupils**

10.3.1 Pupils are expected to respect the school's equipment and facilities.

10.4 **Responsibilities of parents/carers**

10.4.1 Parents/carers are encouraged to make all payments to the school via the school's online payment system to reduce the requirement for pupils to bring cash onto the school site.

10.4.2 Parents/carers are expected to raise any issues with meeting requested contributions/charges with the school in a timely manner, and to make any agreed payments by the deadline.

11. Related Policies/External Links

11.1 This policy complies with the Charging for school activities advice from DfE 2018.

11.2 This policy is required by the Statutory policies for schools list from DfE last updated 2022.