



THORNGUMBALD
PRIMARY

Charging and Remissions Policy

Issue Date: Summer 2026
Review Date: Summer 2027

Aims

In conformity with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible.
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges.

The Governing Body also recognise that there is a clear distinction in charging between Curriculum and Non-Curriculum activities.

Curriculum Activities

- **Pupil Premium**

Funding may be used to support disadvantaged children so that they can access visits and curriculum activities.

- **Residential Trips – Board and Lodgings**

To levy a charge for all board and lodging costs on residential visits, except where pupils are entitled to statutory remission.

- **Curriculum Activities**

Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.

- **Insurance**

Any insurance costs will be included in charges for trips and activities.

- **General Lesson Costs**

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients if parents have indicated in advance that they wish to own the finished product.

- **Music Tuition**

To levy a charge/require parents to make a contribution towards the cost of instrumental tuition by teachers of the Music Support Service.

- **Freedom of Information**

Information published on our Intranet is free, although you may incur costs from your internet service provider. If you do not have internet access, you can access our website using a local library or an internet café.

Non-Curriculum Activities

- **Non-Curriculum trips and activities**

To levy a charge as an optional extra for trips which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. The school reserves the right to cancel the trip if there are insufficient pupils to make the trip viable. In these circumstances a full refund will be given. Any insurance costs will be included in the charges for the trips and activities.

- **Hot School Meals**

Parents are required to pay in advance via Arbor, or on the day itself for hot school meals taken by their child. If the arrears amount to the cost of one week's hot school meals the parent will be formally advised by letter, Email or Text. If the amount is still outstanding after three weeks their child will be unable to take a hot school meal until the arrears have been paid in full and future meals are paid for in advance. At the end of each term all outstanding money needs to be settled.

- **School Property**

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children.

Private Lettings

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Field Teachers/Finance Manager's discretion.

Statutory Remission

Statutory remission is given to those parents who are in receipt of either:

- Income Support.
- Income Based Job Seekers Allowance.
- An income-related employment and support allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The Guarantee element of State Pension Credit.
- Universal Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £7,400.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.