



Charging and Remissions Policy

St Luke's Church Primary School, Tiptree

Date	March 2025
Previous Version	New revision 2025.1
Review	Every 2 years (Recommended)

Introduction

1. All the education, outside of Optional Extras, we provide during normal school hours is at no charge to pupils. Where the school has defined an activity as an optional extra the governor body has been satisfied that this is appropriate, that all potential learning outcomes are covered elsewhere within the school's curriculum coverage and that pupils are not disadvantaged by not attending, if that is the parental choice.
2. This policy should be read in conjunction with our vision and other relevant policies such as Educational Visits. It follows DfE guidance '[Charging for school activities](#)' (May 2018), OEAP guidance '3.2c Charging for School Activities' (Dec 2024) and has been written following consultation with EVOLVE. This guidance applies to state-maintained schools, which must comply with the law on charging for school activities, as set out in sections 449 to 462 of the Education Act 1996.

Voluntary contributions

3. The school wishes to continue with the important work and experiences derived from inviting experts and performers into school and participating in off-site visits.
4. 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 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. 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.
5. The school can provide a payment scheme so that parents can spread costs over a period of time and this can be done by contacting the school office admin@stlukesschool.co.uk.
6. The following is a list of additional activities, organised by the school, which 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;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - school residential trips;
 - in school workshops; and
 - musical events.
7. Refunds of financial contributions to educational visits are provided if a visit is cancelled before it takes place.

Optional extras

8. Charges may be made for some activities that are known as 'optional extras'. This is where the education is provided outside of school time, that is not part of the National Curriculum or where the school can demonstrate that it covers the activities in school. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

9. Notable optional extras include our visit to the Pantomime, Glee Club's engagement with the Young Voices event at the O2, and the Year 6 visit to Cromer.
10. In calculating the cost of optional extras, the school will either charge in full or pass on a proportion of the costs for:
 - Any materials, books or equipment in connection with the optional extra;
 - The cost of board and lodging;
 - Staffing, where additional adults are used away from their normal roles;
 - Transport
11. Any charges made will not exceed the actual cost incurred by the school and will not include an element of subsidy for pupils that do not participate.
12. There is support for parents paying for trips. Some of this support is universal, for example, spreading the cost over a period and some of the support is dependent on the specific circumstances of families, for example, those in receipt of benefits. More information on this can be gained from the school office, admin@stlukesschool.co.uk or 01621 815456.

School dinners & meals

13. Parents have the option to choose a school meal for their child(ren) or to send them in with a packed lunch. The school does not charge for meals that are produced for children are in Reception (EYFS), Year 1, Year 2 or who are registered for free school meals.
14. During Camping Week, Year 5 children who stay overnight have the choice to have a school dinner and there is a charge made to those parents who choose this option rather than providing a packed lunch for their child's evening meal.

Music tuition

15. All children study music as part of the normal school curriculum. We do not charge for this.
16. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, or a charge is levied by the peripatetic teachers directly. We give parents and carers information about additional music tuition at the start of each academic year.

Swimming

17. The school organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. We request parents make a voluntary contribution for this. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

After School Activities

18. The school offers additional activities after school to augment the sporting curriculum. Since the coaches running and organising these sessions are not members of the school staff, they make a charge. We

endeavour to ensure a high quality of coaching while keeping costs low and therefore review our offer, and meet with providers, on a termly basis.

Extended Schools

19. The school runs a Breakfast Club and an After School Club in order to provide high quality childcare to parents with work or other commitments. The Breakfast and After School Clubs do not take place during normal school hours and are not part of the regular curriculum and as such, the school makes a charge for these services. Charges for these services are paid monthly in advance. One month's notice is required to cancel the services and the charges for the notice period will be payable irrespective of whether the services are used.

Loss of or Damage to School Property

20. Parents or Carers may be asked to meet the costs of repair or replacement of school property lost or damaged as a result of a pupil's misbehaviour.

Unpaid Charges

21. Those unpaid charges which are legally recoverable will be recouped, together with resultant costs as a civil debt.

Monitoring and review

22. This policy is monitored by the governing body, and will be reviewed annually, or earlier if necessary.