

# **Cookridge Primary School Charging and Remissions Policy**



**Adopted by governing body – September 2025**

**Review – when changed or every 3 years**

***The Charging and Remissions Policy will be published  
on the school website.***

***‘Together We Achieve the Extraordinary’***



# ‘Together We Achieve the Extraordinary’

## Introduction

*We are passionately committed to ensuring our pupils enjoy a rich primary school experience which fulfils all pupils’ entitlement to a rich, varied curriculum. We are committed to offering pupils access to a range of visits and visitors as part of this curriculum.*

## Aim

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## We are committed to the following principles:

- All charges for school activities will be kept to a minimum, the school will only raise charges in order to cover the direct cost of activities that cannot be paid for via other sources
- The school will not seek to profit from charging for school activities.
- The school will not routinely raise charges for activities that are part of pupil’s educational entitlement or for those activities that meet the statutory requirements of the national curriculum.
- The school will not charge for Education provided during school hours (including the supply of any materials, books, or other equipment)
- We agree to notify parents well in advance of impending trips. We actively seek to ensure that trips are well paced throughout the year and allow sufficient time to allow parents to make the financial provision necessary within their budget.

## Chargeable Activities in School:

The school will only raise charges for school activities in the following circumstances:

- Music tuition: individual tuition in playing a musical instrument which is not part of the National Curriculum.
- Ingredients and materials: ingredients and materials for practical subjects e.g.: baking, DT resources.
- Residential trips that include board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and clubs
- Any extended school activity
- Community use
- Damages/vandalism/loss to and of school property



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### **Activities for which a voluntary contribution will be requested:**

- Educational trips which add value to pupil's education and which take place within school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.
- Paid for activities that take place in school which add value to pupil's education that cannot be funded from the school's curriculum budget e.g.: planetarium visit to school.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school.

***Activities for which a voluntary contribution has been requested may be cancelled if there is a substantial shortfall between the contributions raised and the cost of the activity itself.***

### **Remission**

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to 50% reduction of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Universal Credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,105 (2016/17 tax year)
- Guarantee element of State Pension Credit
- An income related employment and support allowance

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head teacher.

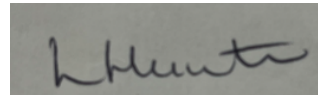


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**Signed:**

**Chair of Governing Body.**

**Headteacher.**



**Dated: September 2025**