

 <p>Offley Endowed Primary School & Nursery</p>	<h1>Offley Endowed Primary School and Nursery</h1>	<p>Reviewed: Feb 2026 Next Review: Feb 2028</p>
<p>Policy Title:</p>	<h2>Charging & Remissions Policy</h2>	<p>Users: Staff, Governors, Parents</p>

1. STATEMENT OF INTENT

- 1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils' personal and social education. Our policy is underpinned by the Local Authority Financial Handbook for Schools.
- 1.2 The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 1.3 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

2. Charges

2.1 School Journeys in School Hours

- The board and lodging element of the residential activities deemed to take place within school hours.

2.2 Activities outside School Hours

- The full cost to each pupil of the activities deemed to be optional extras taking place outside school hours.

2.3 Individual Instrumental Tuition

- The cost to the pupil for providing individual instrumental tuition.

2.4 Charging in Kind

- The cost of materials, ingredients, equipment (or the provision of them by parents) for practical subjects. e.g. technology, cookery.

- 2.5 The Governing Body may also charge the cost of damage to the buildings, equipment, books and the cost of replacing lost equipment and books as a result of pupils' behaviour.

Approved and Adopted by The Governing Body



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- 2.6** The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- 2.7** Nothing in this policy statement precludes the governing body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils or day visits for school journeys.
- 2.8** **Swimming** – Contributions towards the cost of swimming.
- 2.9** **Educational visits during school hours or visitors to school** – Contributions go towards the cost of the coach / minibus travel, entrance fees, travelling expenses, additional adult helpers and other charges.

3. Remissions

- 3.1** The Headteacher, in consultation with the Chair of Governors, will consider any application for full or partial remission charges. Such applications should normally be made on the grounds of parents' receipt of income support / universal credit or family hardship. The pupils of parents who are unwilling to contribute will not be discriminated against.

4. Refunds

- 4.1** In the case of refunds the school is compliant with the LA Financial handbook.

This policy was last reviewed by the Resources Committee on 26th February 2026.