

Charging and Remissions Policy

Policy Approved: October 2025

To be reviewed: October 2026

School Vision, Values and Aims

Our school vision, values and aims are rooted in the Church of England's Vision for Education; *Deeply Christian, Serving the Common Good* and the biblical teaching of;

“Love the Lord your God with all your heart, and with all your soul, and with all your mind and with all your strength; and love your neighbour as yourself” (Mark 12.30,31).

Vision

Open Hearts, Open Minds, Open Doors

Values

Respect	Luke 10:25-37 The Good Samaritan
Responsibility	Luke 15:11-32 The Prodigal Son
Compassion	Luke 19, 1-10 Zacchaeus the tax collector
Perseverance	Luke 5:17-26 A man is helped by friends to see Jesus

Aims

Our principle aim - For all to know that they are welcome

To show kindness and forgiveness

To listen to one another

To seek enjoyment in our work

To show patience with one another

To show love towards one another

To show courage in our work

To keep the children at the heart of our decisions

To embrace innovation and change

To trust one another

To inspire one another

To celebrate the dignity and worth of each individual

To begin each new day positively

To reach out to one another

To have confidence

To encourage one another

To support and challenge one another

To believe in one another

Introduction

The School aims to provide all pupils with the best possible educational opportunities available within the funds allocated by the Education Authority. The Law states very clearly that education during normal hours is to be free of any compulsory charge to parents. The School warmly endorses this principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial voluntary contributions in whole or in part from parents. Without that financial support, the School may be in a position where the range and quantity of additional opportunities, which support the curriculum, is limited. It is important to note that no child will be excluded from an activity simply because their parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. We will avoid sending colour coded letters to parents as a reminder to make a voluntary contribution unless they have previously agreed to make a voluntary contribution and the visit has been booked on this basis.

The School's concern is to keep financial contributions to a minimum and to ensure, that all children are able to take part, in all activities irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made, has explained the basis on which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of Leckhampton C of E Primary School has decided that its policy will be as follows:

1 Day Visits

For visits occurring during school time, the School will invite a voluntary contribution from parents to meet costs. Charges may be waived or reduced for children whose parents make application to the Headteacher.

2 Residential Visits during School Time

The School will invite contributions from parents to meet costs other than board and lodgings. Parents will be charged for the full cost of board and lodgings. No charge for board and lodgings will be made for children whose parents are in receipt of one of the benefits below;

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Charges may be waived or reduced for other children whose parents make application to the Headteacher.

Voluntary contributions will cover costs associated with;

- Travel and subsistence
- Materials, books, instruments and other equipment
- Non-teaching Staff
- Entrance fees to museums, castles, theatres, etc
- Insurance costs

3 Instrumental Music Tuition on an Individual Basis

Tuition during School hours and instrument hire will be charged out to parents at the current rate applicable.

4 Optional Extras

Charges may be made for some activities that are known as “Optional Extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, equipment or services.

Optional Extras include;

Extended day services – supervised homework clubs

Extra-curricular clubs or events organised by outside agencies or providers. Charges may be administered to parents directly through the provider and not the school.

5 Policy Review

The Governors of the School are required to keep this policy under review. The review will take place annually at the Finance and Premises Committee Autumn Term meeting.