



Charging and Remissions

POLICY

School Name

St. Andrew's Southgate

Updated

October 2025

Review Date

October 2026



Do justice,
love kindness
and walk humbly
with your God Micah 6.8

GOVERNORS' CHARGING POLICY

This policy sets out the legislation governing the charging for school activities as set out in the Education Act 1996, Sections 449-462 and the advice from the May 2018 Department of Education (DFE) on charging of the school <https://www.gov.uk/government/publications/charging-for-school-activities>

This informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'Governance handbook for trustees of academies and multi-academy trusts and governors of maintained schools', Section 12.5, November 2015.

There should be no charge for school education (including the provision of books, resources and materials) and transport between educational sites (e.g. school to swimming pool). Other areas listed (i.e. field trips and music tuition where they form part of the requirements for either the National Curriculum or public examinations and entrance charges for prescribed public examinations) do not arise in this school.

The school is allowed to charge for certain activities that are organised by the school.

These are:

1. Optional extra-curricular activities outside school hours that are not required for the National Curriculum or public examinations.

A charge may be made for optional activities that take place wholly or mainly outside school hours and are not required as part of a prescribed curriculum or examination syllabus.

Any activity arranged during school hours by a third party will be subject to a direct levy on the parents concerned.

2. Instrumental Tuition

A charge can be made for tuition in playing any instrument even if such tuition takes place during school hours (apart from tuition in preparation for public examinations). Payments are made directly to the tuition provider. Children whose parents are in receipt of Income Support or Income-based Job Seekers Allowance may be eligible for free instrumental tuition at the discretion of the provider.

3. Ingredients and Materials

Parents can be asked to pay the cost of ingredients and materials used in practical lessons where they have indicated in advance a wish to own the finished product.

4. Non-prescribed Public Examinations

The cost of entering pupils, with parental agreement, for an examination other than one on the prescribed list (e.g. music examinations) can be charged to the parents.

OTHER MATTERS RELATING TO CHARGING

Breakages, loss and deliberate damage to property

Parents will be asked to contribute towards replacing damaged or lost school property caused wilfully or negligently by their children.

Charging for visits

Parents will also be asked for a voluntary contribution to help with the cost of trips that are related to a specific curriculum area. If not enough money is donated to cover costs, the school reserve the right to cancel the trip.

Residential Trips- Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. For trips where the activities are not directly linked to the National Curriculum a charge will be levied for the activities.

If a parent does not pay for the board and lodging or activities then their child will not be able to attend that trip.

Remissions Policy

It has always been the policy of St Andrew's Southgate Primary School that no child should miss an event because their parents are unable to make a financial contribution.

Whenever a letter is sent to parents to inform them of a proposed visit and there is a request for a voluntary contribution, the following paragraphs will be included:

*You are requested to make a voluntary donation of £**** towards the cost of the visit. If we do not receive enough voluntary donations to cover the costs of the trip, the trip may be cancelled, in which case all of the money donated will be returned in full.*

The school's policy is that all children should take part in class visits. If you are not able to make the donation towards the cost, please contact the School Business Manager. This matter will be confidential.

There will be a number of circumstances where parents are unable to contribute towards the types of activities listed above. The Governors, Senior Leadership team and all school staff are aware that in such circumstances the matter must be handled in the strictest confidence. Consideration will be given to the individual circumstances of the case although being in receipt of Income Support or Income-based Job Seekers Allowance would obviously be indicators of exceptional need. The school will exercise its discretion accordingly in these situations.

Lettings

The School has a Letting Policy which can be emailed on request. The Governors will review the lettings policy on an annual basis.

Extended Club

The school has an Extended Club Policy which can be found on the school website or the policy can be emailed on request.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

All fees are to be paid via Arbor or childcare vouchers one month in advance. The school reserves the right to withdraw places from parents who fail to pay in accordance with the terms of the Extended Club Policy.

Pupil Premium Funding

The pupil premium is additional funding for publicly funded schools in England. It's designed to help disadvantaged pupils of all abilities perform better and close the gap between them and their peers. All pupil premium funds will be allocated as per the Head Teacher's discretion, having regard for the purpose for which pupil premium funding is granted.