



Bassingbourn
Community Primary School

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Charging and remissions Policy

This policy was ratified on: 30th April 2026

Implemented on: 30th April 2026

Review date: April 2027

Purpose

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been and will continue

to be, dependant on financial contributions from parents. Without that financial support the school would find it impossible to maintain the equality and breadth of educational experiences provided for pupils. However, the school will look at alternative ways of funding where possible to minimise charges.

Responsibilities

The governors, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

What we will make a charge for:

Day and part day Educational Visits

The school will not charge for educational visits that take place during the school day and form part of the curriculum.

The Headteacher invites parents to make voluntary contributions to meet the cost of such visits. Every effort will be made to keep these costs reasonable. No pupil will be excluded from an activity because their parent does not make a voluntary contribution, and pupils will not be treated differently according to whether a contribution has been made.

Where insufficient voluntary contributions are received, the visit may be cancelled. This approach is in line with DfE guidance on charging for school activities.

Residential Visits

Where a residential visit takes place wholly or mainly during the school day and forms part of the curriculum, the school will not charge for education, transport, tuition or activities.

In these circumstances, charges may be made only for board and lodging (overnight accommodation and meals), in accordance with the Education Act 1996.

Where a residential visit is an optional extra (i.e. takes place wholly or mainly outside the school day and is not part of the curriculum), parents may be charged for the full cost of the visit, including travel, board and lodging, materials, equipment, tuition, entrance fees and insurance.

The school will clearly inform parents in advance whether a residential visit is considered curriculum-based or an optional extra.

Support may be offered to families in receipt of Pupil Premium or Pupil Premium Plus funding at the discretion of the school.

Instrumental Music Tuition

The school will not charge for instrumental or vocal tuition:

- provided in groups, or
- provided individually, where it forms part of the National Curriculum.

Charges may be made for individual instrumental or vocal tuition where this is requested by the parent/carer and does not form part of the National Curriculum. Peripatetic teachers engaged by the school will charge parents directly.

Support may be offered to families in receipt of Pupil Premium or Pupil Premium Plus funding at the discretion of the school.

Materials and Equipment

The school will not charge for materials, books, instruments or equipment provided as part of the curriculum.

However, parents may be asked to pay for materials used where:

- a parent has indicated in advance that they wish to own the finished product, or
- an activity takes place outside the school day and is an optional extra.

For practical subjects such as cooking, parents may be invited to make a voluntary contribution towards ingredients. This will not be compulsory and will not affect a pupil's participation.

Breakages, damage or loss of property

The school may ask parents to pay for damage to, or loss of, school property (including books, resources or equipment) where this is the result of deliberate or negligent behaviour by a pupil.

Any request for payment will be reasonable and proportionate.

Lettings

The school may make its premises available to outside organisations and individuals in accordance with the Lettings Policy. Charges will be set at least to cover the cost of providing the facilities.

Extra-Curricular Clubs

Charges may be made for extra-curricular clubs and activities that:

- take place wholly or mainly outside the school day, and
- are not part of the National Curriculum or religious education.

Participation in these activities is optional.

Calculating Charges

When charges are made, they will:

- be limited to the actual cost of the activity or service provided,
- be divided equally between participating pupils, and
- not include any element of subsidy for other pupils.

The school will not make a profit from charging.

Remissions

Statutory remissions

Parents will be entitled to full remission of board and lodging charges for residential visits where:

- the visit takes place during school time or is part of the curriculum, and
- the parent is in receipt of a qualifying benefit that would entitle the child to free school meals, including Universal Credit (subject to the earnings threshold).

In addition, children who are looked after by a local authority will not be charged for board and lodging costs for residential visits.

These remissions are statutory and must be applied.

Discretionary remissions

In cases of financial hardship, the school may consider remitting charges in part or in full for activities that are otherwise chargeable.

Parents are invited to apply in confidence to the Headteacher. Decisions will be made:

- fairly and consistently,
- with regard to confidentiality, and
- in line with any guidance agreed by the governing body.

Where appropriate, the school may seek assistance from local charities or trusts to support pupil participation.

Monitoring and review

The governing body is responsible for:

- approving this policy, and
- ensuring it complies with statutory requirements.

The Headteacher is responsible for the consistent implementation of this policy and reporting any issues to the governing body. This policy will be reviewed annually.