Charging and Remissions Policy

Date Adopted:	**September 2026**
Next Review Date:	**September 2027**
Signature of Chair of Governors:	
Signature of Headteacher:	

Charging and Remissions Policy

At Hollingbourne Primary we believe that all children are entitled to a free education where National Curriculum requirements are being delivered.

Where additional experiences and opportunities are provided to enrich the children's education, we may ask for these to be financially supported by parental contribution. This will only ever be to cover costs and is never profit making.

This policy sets out when contributions may be requested.

Trips

2.1 When organising school trips or visits that enrich the curriculum and enhance the educational experience of pupils; the school invites parents to contribute to the cost of these activities. These contributions are voluntary.

2.2 These trips and visits are known as optional extras and may include visits to museums, theatre productions, musical events, sporting activities and other places of interest related to the curriculum. This is not an exhaustive list.

2.3 If insufficient voluntary contributions are received the trip or visit may be cancelled.

2.4 If voluntary contributions are less than the cost of a trip or visit the school may sometimes provide financial support to ensure it goes ahead. Parents may receive, upon written request to the school, details of how each trip or visit has been funded.

2.5 The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.

Residential Visits & Optional Trips

3.1 If the school organises residential visits to provide education directly related to the National Curriculum that takes place mainly in school time no charge will be made for the education element. A charge will, however, be made to cover the costs transport, meals and accommodation. Parents in receipt of state benefits will be asked to contribute what they can, after which the school will pay the difference.

3.2 Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.

Music Tuition

4.1 All children study music as part of the normal school curriculum. No charge is made for this.

Sports Coaching

5.1 Sports coaching as part of our after-school offer is charged to parents and will be run by a coach who has been trained in said sport area. Parents who want their child/children to take part will be charged for the club/activity. Any costs will be clearly stated before parents sign up their child/children.

5.2 Swimming lessons are currently offered to all children across school. Most children can swim beyond 25m and are therefore exceeding the expectation of the National Curriculum. We ask for voluntary contributions towards the cost of this activity. This is used to help fund transportation costs. We inform parents when these lessons would take place, and we would ask parents for their written permission for their child to take part in swimming lessons.

Breakages & Damage to Property

The school may make charges for breakages and damage to property including window breakage and cost for graffiti removal. Invoices will be raised for these charges and in the event of non-payment and following two reminders the debt will then be transferred to the Local Authority to pursue payment.

Remissions

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship.

When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The headteacher, in consultation with the Chair of Governors, will make authorisation for such remission.

When a parent wishes their child to take part in such an event but is unwilling or unable to make a voluntary contribution; their child is allowed to fully participate.

A trip or visit may, therefore, include children whose parents have not contributed. These children will not be treated differently from any others.