



Chelmondiston C of E Primary School

Charges & Remissions Policy



Approved by:	Local Governing body	Date: November 2025
Last reviewed on:	Autumn 2025	
Next review due by:	Autumn 2026	

A. INTRODUCTION

1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.
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.

B. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

3. School Journeys in School Hours

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

- Residential visits to educational activity centres.

4. Activities outside school hours

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

- Residential visits to educational activity centres, taking place mainly at weekends or during school holidays.

5. General

- i) The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- ii) 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.

C. REMISSIONS

6. Where the parents of a pupil are in receipt of:

- Income support
- Universal Credit
- Income-based Job Seekers Allowance
- Child Tax Credit (TC 602), no Working Tax Credit and an annual income that does not exceed the current amount specified by the Local Authority.
- Supported under Part VI of the Immigration and Asylum Act 1999

The Governing Body will remit in an agreed sum with the parent towards the cost of board and lodgings for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum.

In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with Chairman of Governors.

This policy complies with and should be read in conjunction with the Equalities Policy.