

Chapel Allerton Primary School

Charging and Remissions Policy

This policy applies to staff, parents and governors



Reviewing Committee: Leadership and Management
Approved by governing body in May 2026
To be reviewed May 2027

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of Chapel Allerton Primary School is responsible for determining the content of this policy and the Principal for implementation. Any determination with respect to individual parents will be considered jointly by the Principal and Governing Body.

The Governing Body of Chapel Allerton Primary School recognises that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for:

- Board and lodging on residential visits. In March 2014 Chapel Allerton Primary Governors decided that all children for whom the school receives Pupil Premium will attend the residential free of charge;
- Re-sits for public examinations where no further preparation has been provided by the school;
- Examination fees where a pupil fails without good reason to sit the exam; this will be made clear to parent/carers at the time of entry;
- Any other education, transport or examinations where no further preparation has been provided by the school;
- Any other education, transport or examination fee unless charges are specifically prohibited;
- Breakages and replacements as a result of damages caused willfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property

Remission

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 for 2013-2014 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income-related employment and support allowance

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

- Activities entirely or partly within school time but not essential to the curriculum
- Activities entirely outside school time – these may be charged for at the full rate, there is no obligation to provide subsidies. Applications for financial support will be considered by the Headteacher on behalf of the Governors.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Parental Letters

The following phrases should be included in letters to parents/carers informing them of the activity.

On any letter relating to activities, inside or partly inside school time and not essential to the curriculum:

“You are invited to make a contribution to the cost of this activity. No pupil will be excluded from this activity simply because a contribution is not made. If you would like to make a contribution, but are facing financial difficulties, the school may be able to help. Please contact the Headteacher to discuss the matter in confidence”.

On any letter relating to activities totally outside school time (these visits must not be essential to the curriculum):

“If you would like your child to be involved in this activity, but you are facing financial difficulties, the school may be able to help. Please contact the Headteacher to discuss the matter in confidence.”

On a letter relating to a residential visit, inside or partly inside school time and not essential to the curriculum, then a combination of both these paragraphs will be necessary.

Families in receipt of relevant benefits with children therefore classed as Pupil Premium will receive a residential letter explaining the cost of the residential will be met by school.