

Georgian Gardens C.P. School



Charging and Remissions Policy

April 2026

Georgian Gardens Community Primary School BN16 3JJ

West Sussex model policy adopted by the Full Governing Body on: April 2026

Latest review carried out by Gemma Elliott

Next Review Due: April 2028

CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES

Purpose of the policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Georgian Gardens' Community Primary School's activities.

Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. Georgian Gardens follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.education.gov.uk/aboutdfe/advice/f00213976/school-charging>).

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

The cost of each trip will be calculated to include all relevant charges eg transport, entrance fees, additional staffing and a charge to cover online transaction fees. The cost charged to parents will not exceed the actual cost of providing the activity divided equally by the number of pupils participating and will not include any subsidies for other pupils wishing to participate whose parents are unwilling or unable to pay the full charge.

If a child is in receipt of Pupil Premium funding then it may be possible for their participation in the trip to be covered by this funding. The school shall also seek external funding for parents who are not receipt of official benefits or funding but whom are unable to make a contribution to cover charges. In this instance the school will ask parents to speak to the School Office or Headteacher in confidence in order that we can apply for funding on their behalf.

Once a booking has been made by the school then in the event that a child is unable or unwilling to participate for any reason and the school is unable to fill the place, any deposit or other monies that may have been paid in respect of the trip shall be non-refundable except to the extent of any refund that the school may be able to obtain on the parent's behalf.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement.

Residential trips

Special rules apply for residential activities.

a) In School Hours

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within school's hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

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 these charges:

- Universal Credit in prescribed circumstances
- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided that the parent is not entitled to Working Tax Credit, and their annual Income, assessed by HMRC does not exceed £16,190 for the year 2013/14)
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

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b) Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents in receipt of the allowances identified above have the same entitlements.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. For other musical tuition, charges will be made for individuals

to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

Monitoring and Review of Policy

The Governing Body has given delegated authority to an individual governor to approve annual reviews of this policy, and as necessary due to any changes in legislation.