



Growing with hope; serving with compassion; transforming with humility.

CHARGING AND REMISSIONS POLICY

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 / guardians.

Introduction

Frisby C of E Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards pupils' all-round educational experience and their personal and social development. As a general rule, any activity or material which is needed as part of normal curricular activities does not incur a cost to parents / guardians. If there is likely to be a cost, as indicated below, parents will be informed of that, prior to the activity taking place.

Activities for which charges can be made

The board of trustees wishes to see the curriculum enriched as far as possible for the benefit of all pupils. It recognises that whatever public funds are made available, they will never be sufficient to fund all desirable activities at the required level. The board therefore reserves the right to make a charge in the following circumstances for activities organised by the school:

- Educational trips and residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses
- Activities outside school hours: the proportionate costs for each pupil on activities wholly or mainly outside academy hours
- Materials: the cost of materials or ingredients for design and technology and food technology, if parents/guardians have indicated in advance that they wish to own the final product
- Extra-curricular activities and clubs e.g. music tuition
- Acts of vandalism and negligence: the board reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a pupil. This also includes the replacement of any damaged parts caused by students setting off fire alarms for a prank.

Activities for which charges cannot be made

- Education provided during academy hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside academy hours, if it is part of the National Curriculum.
- Tuition for students learning to play musical instruments, if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during academy hours that is part of the National Curriculum or an examination course.
- Education provided on any trip that takes place outside academy hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the academy, or part of religious education.
- Supply teachers to cover those teachers who are absent from the academy accompanying students on National Curriculum or examination courses.

Voluntary contributions

Nothing in this policy statement precludes the board from inviting parents / guardians to make voluntary contributions. The board however is very clear that any such contributions are voluntary; that children of parents / guardians who do not contribute will not be discriminated against.

If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents and guardians. These activities are known as "optional extras". This list is not exhaustive:

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events;
- visiting experts.

Refunds

Refunds will be given if:

- a child is absent due to illness. This may not lead to a full refund, and any refund is at the discretion of the Headteacher;
- an educational visit / school event has been cancelled;

- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child;
- Residential trips have a non-refundable deposit. Refunds of the remaining residential costs are dependent on the time criteria set by the residential centre and parents / guardians are informed of this on agreeing to the terms of the residential trip.

Swimming

The school organises swimming lessons which take place in school time and are part of the National Curriculum. We make no charge for the teaching of swimming. However, parents will be asked to make a voluntary contribution towards the cost of transport. Special arrangements will be made for any families experiencing financial difficulties.

Music & clubs

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. We give parents information about additional music tuition at the start of each academic year.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Remissions

In order to assist certain pupils' participation, the school may choose to waive or reduce charges in activities or educational visits. Frisby C of E Primary has agreed that this will be targeted at pupils eligible for free school meals.

Further information regarding entitlement to free school meals is available from Leicestershire County Council <https://www.leicestershire.gov.uk/education-andchildren/social-care-and-supporting-families/free-school-meals>

Additionally, the school is willing to consider applications from parents / guardians for help with costs, based on any evidence provided, in the following circumstances:

- specific individual circumstances that have caused temporary hardship
- recently moved into hardship but not yet receiving free school meals
- made a specific request to the Headteacher for any other justifiable reason

The Headteacher may request that the board or resources committee remit in full or part charges in respect of a pupil; or to waive charges in respect of an activity if it is reasonable in the circumstances.

Scale of charges

The school premises are currently hired by the Frisby Out of School Club which provides before and after school care for children. The Trustees have agreed a charge of £12.50 per hour for the hire of the premises. The charge is reviewed on an annual basis. The Frisby Out of School Club has its own Public and Employer Liability policies in place, copies of which are provided to the school.

Freedom of Information Act

We routinely publish information in the following classes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing
- How we make decisions
- Our policies and procedures

Cost of information

For the most part, the school will charge only for hard copies (to cover printing, photocopying and postage) or copying onto a different media (e.g. if we provide information on our website but you have requested this on DVD). Current photocopying costs are 25p per copy and postage is charged at cost. Copying onto other media will incur a charge to cover material costs (e.g. DVD) and postage.

There may also be a charge if more than 2.5 days are spent in supporting a request for information.

You will be advised of any charges that apply, and payment will be required before your request for information can be considered further.

Specific and additional costs for access to information:

Website: Information from the school's website is free, although any charges you incur to gain access to the internet (e.g. Internet Service Provider and personal printing costs) will have to be met by you. For those without Internet access, a single printout from the website can be provided by post, by personal application to the school.

Requests for multiple printouts, or for archived copies of documents which are no longer accessible or available on the web, will attract a charge for, photocopy and postage. The school will advise on cost and charges that will have to be paid in advance.

Letters: Single copies of the current editions of letters about the school are available free of charge.

Where a request for information would incur such a charge, we will inform the requester before the school proceeds with their request.

Charges for use of school facilities

A charge will normally be made for the use of the school's facilities (Lettings) and for all external word processing, copy-printing, design work etc.

Reviewed: February 2026

To be reviewed: February 2027