



# Trinity St Mary's Church of England VA Primary School

## **Charging and Remissions Policy Spring 2025**

### ***"Many Hearts Make A School"***

We work together to teach and inspire our children so that they have the confidence to flourish in our community and in the world. Like the wiseman who built his house upon the rock (Matthew 7. v 24-25), we embrace our Christian values to build strong foundations for their future.

# **TRINITY ST MARY'S PRIMARY SCHOOL**

## **POLICY FOR CHARGING AND REMISSIONS**

It has long been the policy of the school to enrich the experience of the children through a variety of trips, visits, outside expertise and practical work. Trinity St Mary's recognises that such stimuli are an integral part of children's learning, and form an important aspect of children's education.

In order to facilitate these activities, it has been the tradition that parents have been asked to contribute towards the extra expense incurred. The regulations on charging, as stated in the Education Reform Act, lay down specific regulations on the charges a school can make. It is therefore necessary for the school to have clear guidelines on how the regulations, affect current and future activities.

### **1. General Policy**

The School accepts and endorses the Essex County Council guidelines relating to charges.

### **2. Specific activities**

#### **a) Music**

The school currently provides specialist musical tuition through Rock Steady and a private music tutor.

#### **b) Swimming**

To meet the objectives required by the National Curriculum that all children are able to swim 25 meters by the end of Key Stage 2, we give the opportunity for children to swim at the SWF pool. A voluntary parental contribution is requested to cover tuition costs. If the parents are unable (receiving income support or family credit) to contribute, the School will underwrite the cost.

#### **c) Non-Residential Visits and Visiting Experts**

Parents will be informed of the nature of the activity and be invited to make a voluntary contribution towards the cost, amounting to the total cost divided by the number of children in the class. Providing parents are willing to make these contributions, the activity will be confirmed and organised. No child will be excluded on the basis of unwillingness to pay, but should a significant number not pay, the activity may well have to be cancelled and similar future events put at risk.

#### **d) Residential Visits**

The educational and social benefits of these trips are highly valued by our school. When such trips take place procedures are as follows:

- i) Parents are informed of the itinerary, dates and purpose of the visit.
- ii) Parents are informed of the total contribution required in order to make the visit viable. It will then be made clear that this includes board and lodging, travel, adult supervision, insurance and other incidental expenses.

- iii) Parents will be asked for the full cost of the trip. Those families who are in receipt of free school meals will be exempt from paying. All staff will deal with this situation in a sympathetic and confidential manner.
- iv) Should any parents wish their child to participate, but are unwilling to pay the contribution, where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. A charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

e) Consumable materials

If it is necessary to recoup expenses for such activities as cooking, technology etc., parents will be informed that a charge will be levied if they wish to own the end product. No child will be excluded from such activities through non payment.

f) Library and Reading books

Where library and reading books are lost or damaged the full charge of the book will be requested from the child's parent/carer.

g) Donation

An annual voluntary contribution, currently set at £5 is requested from each family.

This policy was agreed by the Governing Body as follows:

Signed by Chair of Governors:

Date: Spring 2025

To be reviewed: Spring 2027

## **Appendix 1**

Dear Parent/Carer

It has been brought to my attention that your child has lost/damaged their reading/library book. Our books are carefully selected to support children's reading and are costly to replace. We would be grateful if you could please make payment through ParentPay to cover the cost of replacement.

Yours faithfully

Miss Hoy  
Headteacher