GEORGE SPICER PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Inspire, Empower, Improve

Date of Policy	April 2026
Headteacher	Dominic Spong
Chair of Governors	Deborah Dykins
Review date	April 2027
Approved by	Resources Committee

'Learning well today to live a better tomorrow'

George Spicer Primary School - Charging and Remissions Policy

George Spicer Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors'– Chapter 23, January 2010.

In accordance with these guidelines, the School:

Education:

- Will not charge for education during school hours.
- Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity.
- Will not charge for any activities which take place in School time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.
- May charge for "school-time" activities (extraordinary activities that incur a cost to the school) by inviting parents and others to make voluntary contributions to enable School funds go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will publicise, through the school website, subsidies for other activities (including EMS music lessons) which may be available.
- Will permit organisations to charge parents when such an organisation is acting independently of the School, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- May charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum.
- May charge for extra-curricular clubs run by school staff where resources are needed eg. Cookery club, but this charge will solely be for resources.

Residential visits and trips:

- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.
- Will charge for residential visits, but the charge will not exceed the actual cost. Subsidies are available for pupils eligible for Pupil Premium Funding. Any other requests for assistance will be at the head teacher's discretion.
- In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the head teacher's discretion as to whether a refund is given to parents. The head teacher will consult the governing body on the matter, taking into account the cost to the school, including alternative provision cost.

- In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the head teacher's discretion as to whether a refund is given. The head teacher will consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the head teacher's discretion as to whether a refund is given, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Damaged or lost items:

- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- The school will charge for equipment loaned to families which is broken, damaged or lost whilst in their possession.

Debts:

- Wherever charges are made and remain unpaid, the school reserves the right to begin debt recovery proceedings against parents including taking the case to a small claims court. Refer to school's Debt Policy.

Review:

- The Governors will review the lettings charges levied by the school on an annual basis.
- This policy will be reviewed annually by the Governors.

Date policy reviewed: April 2026
Next review date: April 2027