

# CUTENHOE PRIMARY SCHOOL AND NURSERY



Learning for life where the social, emotional, spiritual, physical and learning needs of every member of the school community are met.

## Charging and Remissions Policy

<b>Statutory</b>	
Date of policy	October 2025
Review requirements	Annually
Date of next Review	October 2026
Approved by the Governing Body	11.12.25

Cutenhoe Hill Primary School and Nursery is committed to promoting and respecting the health, safety and wellbeing of all our children and any adults who work in our school

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### **AIMS**

We aim to provide a broad, balanced curriculum for all pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

### **Day and part day educational visits**

For visits that take place during the school day, the Headteacher will request a voluntary contribution from parents/carers to help cover the cost of the activity. The school aims to keep these costs as low as possible and currently provides additional financial support. However, if the voluntary contributions received do not sufficiently meet the total cost, the visit or activity may need to be cancelled.

### **Residential visits partly outside school time**

These may be subsidised by the school and parents will be charged for the subsidised or full cost (if not subsidised) of the visit. Charges may be waived or reduced for children whose parents make an application to the Head teacher, depending on the circumstances.

### **Residential visits totally outside school time**

Parents will be charged for the full cost of the visit.

## **Instrumental music tuition**

Teachers from the Peripatetic Music Service provide tuition lessons during the school day and parents are requested to cover the full costs of these lessons. Payment is paid directly to LBC.

## **Classroom materials**

No charge is made for materials and equipment. Children who damage or lose school materials and equipment will be asked to pay for a replacement.

## **Children collected late**

The governing body has decided that, except in emergency situations, where children are not collected from the school within fifteen minutes after the school day or an after-school activity ending, then a charge will be made to the child's parent or carer or they will be sent to after school club.

The school reserves the right to charge £5 per half hour/part half hour for each child who is collected late if we have to pay staff to look after them. This will only be used in cases of persistent lateness (third time & subsequent) and a warning will be given to parents the second time they are late collecting their child from After School Club.

All bookings for Breakfast and After School Club must be pre-booked with at least 24 hours' notice to ensure sufficient staffing. Any child not pre-booked into a club will be charged an extra £1 per session per child.

## **Remissions**

In order to remove financial barriers from disadvantaged pupils there may be some circumstances where the school will not charge or reduce the charge to parents/carers for items or activities set out above.

This will be at the discretion of the Governing Body or Headteacher and will depend on the activity in question.

This policy will be reviewed periodically by the Governors' and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy on Charging.