



Gilbertstone Primary School

Charges and Remissions Policy

The Governing Body of Gilbertstone Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing body will always consider best value.

CHARGES

Parents will be charged for the replacement of any articles vandalised by their child. In the case of accidental damage or loss of school property, parents may be asked to contribute towards the replacement.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

The DFE in its guidance to school Governors states that "Education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by the LEA or the school to carry pupils between the school and an activity". It goes on to advise however that, "although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions (in cash or in kind) ...the essential point is that no pupil may be left out of an activity because his or her parents cannot or will not make a contribution of any kind."

The school will invite a voluntary contribution towards an educational visit/activity. If there is not sufficient voluntary contributions, in total, towards the cost of the proposed visit/activity by the indicated date, the visit/activity will be cancelled.

Education outside school hours

"Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities which can be charged for as "optional extras". It is up to the LEA or governing body providing the activities to decide whether to make a charge".

Residential Activity

The following is the guideline which we use for **LA owned centres**:

"For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made either for the education or the costs of the travel.

However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are receiving Income Support or Universal Credits. The Head should tell all parents of the right to claim free residential activities if they are receiving these benefits.”

Arrangements for trips to residential centres **not owned by the LA** will incur *voluntary contributions* for all the pupils attending but the cost of the visit/transport may be subsidised by school. This trip will be dependent on sufficient contributions being received and viability assessed and if there is not enough contributions the trip could be cancelled.

Music

Music tuition (above that provided as part of the Curriculum) will be charged at £78 per term which is a subsidised rate.

Lettings

Please refer to recommended rates for lettings, including hire of Forest School.

Breakfast/ Afterschool Club

Increase in cost per session to be linked to staffing costs. We will need to monitor the overall income generated to cover the cost of running this facility. Refer to current charging sheet.

Remission Policy

The Remission Policy adopted by Gilbertstone Primary School accepts that charges may be remitted at the discretion of the Headteacher/Chair of Governors.

Administration Charges

There will be a £20.00 administration charge for any letters requested by parents/carers relating to such issues as immigration, residential status, etc. The £20.00 payment is required in advance.

Policy agreed and adopted by the Governing Body on 27 January 2026

Date of annual review: February 2027