



Charging and Remissions Policy

May 2026

Approved by the Governing Body Strategy Group 13/05/26

**This Policy is due for renewal in Term 5
2026–2027**

CHARGING POLICY

OF

GODINTON PRIMARY SCHOOL

SECTION ONE – INTRODUCTION

In accordance with the requirement of the 1996 Education Act Governors are required to state their policy with regard to charges in respect of activities provided by the school within and outside the school day.

SECTION TWO – AIMS AND OBJECTIVES

2.1 The aims of this policy are:

- To maintain the right of all pupils to free school education
- To enable all pupils to take full advantage of the activities provided by the school.

2.2 The objectives of this policy are:

- To ensure that activities offered in school time will be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated and to ensure that the operation of the policy is systematically reviewed and the findings acted upon.

SECTION THREE – ACTIVITIES DURING THE SCHOOL DAY

3.1 It is the policy of the governing body:

- to levy a charge for cooking ingredients in Year R where parents have indicated at the beginning of each school year that they wish to contribute.
- to levy a charge for the provision of music tuition to pupils either individually or in groups of four or less except where it is provided to fulfill statutory duties relating to the National Curriculum
- to levy a charge for the board and lodging element of a residential activity should we wish to undertake such an opportunity. If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, a charge will be made to cover the costs of any

education, travel expenses and the actual cost of the board and lodgings. Governors will remit such charges to parents in receipt of income support family credit, an income based job seekers allowance or disability working allowance

SECTION FOUR – ACTIVITIES OUTSIDE SCHOOL HOURS

It is the policy of the governing body to levy a charge for all activities provided outside school with the following exceptions:

- No charge will be made if the activity is an essential part of the basic curriculum.
- The board and lodging element of a residential activity will be remitted to parents in receipt of income support, family credit, job seekers allowance or disability working allowance.
- Education outside school hours other than education which is an essential part of the curriculum, as defined in the Education Act as an ‘optional extra’. This does not include Booster groups or clubs run by school staff for which no charge is levied.

SECTION FIVE – ALL ACTIVITIES

It is the policy of the Governing Body to request voluntary contributions from all parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding.

SECTION SIX – VOLUNTARY CONTRIBUTIONS

6.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

6.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. This is funded from an allocated amount in the school’s budget. Parents have a right to know how each trip is funded. The school provides this information upon written request.

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

- visits to museums, activity centres, environmental centres, places of historical interest, farms etc;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- workshops for Arts Days or Science Week or other visitors to school such as storytellers or theatre companies.
- Coach costs

SECTION SEVEN – MUSIC TUITION

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

7.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons who will make a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition.

7.3 There is a charge for the loan of instruments and learning books. This is however a refundable deposit which is refunded once the equipment is returned to us in good condition. The payment is requested via Arbor and will be refunded using the same system, unless the instrument is either not returned or damaged.

SECTION EIGHT – SWIMMING

The school organises swimming lessons for all children in Key Stage 2 on a rotation basis at the Ashford Swim School. These take place in school time and are part of the National Curriculum. We make a voluntary charge for the cost of the swimming instructors that we have to use from the Ashford Swim School, along with a voluntary contribution to cover the cost of the coach transportation. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

SECTION NINE – EXTRA CURRICULAR ACTIVITIES

9.1 A number of extra-curricular activities are run by the school. The majority of these activities are free. Sometimes voluntary contributions will be requested to assist with the provision of resources. Charges are however made for extra-curricular activities that are run by independent groups.

9.2 Godinton After School Club (Night Owls), provides after school childcare for parents. The club is run by the school and further detail can be found in the Extended Schools Policy. Charges are levied for these sessions and details of these are available upon request from the school office.

SECTION TEN – REMISSION

10.1 It is the policy of the governing body:

- to remit charges for board and lodging to parents in receipt of income support and family credit
- to delegate to the Full Governing Body the determination of any individual case arising from the implementation of the policy.
- Any remissions will be funded by an allocated amount set within the School's budget.

10.2 Charges for individual pupils may not:

- exceed the actual cost of providing the optional extra activity divided by the number of pupils willing participate
- include an element of subsidy for pupils whose parents wish them to participate but are unwilling or able to apply
- include the cost of alternative provision for more pupils who do not wish to participate, where a small part of the activity take place in school hours.

SECTION ELEVEN – HIRE OF THE SCHOOL HALL AND PREMISES

The school has made the decision to hire out the school hall and other areas of the premises or site (e.g. classrooms, meeting rooms and field space) to third parties. This hire can either be on a regular basis, or for one off events. Priority will however always need to be given to the school and the school PTFA, but advance notice will be provided to a regular hirer. A charge of £10 per hour will be levied; this will however be at the discretion of SMT if the hirer is providing a community or charity event.

11.1 For one off events;

- the school will arrange for a member of staff who is also a key holder to open the premises, stay on sight for the duration of the hire and ensure the school is left clean and tidy before securely locking up.
- payment will be required in advance.

11.2 For regular hire of the school hall and premises;

- the hirer may need to become a key holder, if the case, we will require at least 2 references preferably from organisations where the hirer is also a key holder. A £50 deposit will be requested, which will be refundable on safe return of the key. The hirer will need to complete the Third Party Hirers – Declaration Form within our Key Holder Policy.

- we will need a completed application form from the hirer.
- we will need a copy of the hirers Public Liability Insurance documents.
- completion of a safeguarding declaration which includes details of DBS checks completed,
- the hirer will be invoiced on a termly, monthly or annual basis, depending on the type of hire, with the terms of payment being 30 days.

SECTION TWELVE EQUAL OPPORTUNITIES

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

SECTION THIRTEEN – MONITORING

This policy will be monitored by the Headteacher and reviewed by stakeholders within the school every two years.

This policy will be available to all staff, governors and parents.