



# **Charging and Remissions Policy**

**Review Date: May 2026**

**Next review Date: May 2027**

**Adopted by the Governing Body on 19<sup>th</sup> May 2026**

## Review

The governing body reviews this policy annually. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

### VERIFICATION CERTIFICATE

Document Title:	Charging and Remissions Policy
Issue:	7
Reviewer:	Matthew Newman
Position:	School Business Manager
Signature:	
Date:	11/05/2026
Approver: (on behalf of the Governing Body)	Nic Dowler
Position:	Chair of Resources Committee
Signature:	<i>N. Dowler</i>
Date:	19/05/2026

### DOCUMENT ISSUE/AMENDMENT HISTORY

(previous versions not numbered nor amendments noted)

Issue	Date	Amendment
1	7 October 2019	Policy reviewed and updated for full governor ratification
2	14 December 2020	Policy reviewed and updated for full governor ratification. Updates are highlighted in green.
3	11 April 2022	Policy reviewed and updated for full governor ratification. Updates are highlighted in blue.
4	3 April 2023	Policy reviewed, no amendments.
5	13 May 2024	Policy reviewed, no amendments
6	14 May 2025	Policy reviewed, amendments in purple

## **Introduction**

The school wishes to provide for all pupils the best educational opportunities available with the budget allocated by the Local Authority (LA). The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents/carers.

It is recognised however, that many valuable educational activities are dependent on financial contributions from parents/carers. Without this additional financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided. The school will endeavour to keep financial contributions from parents/carers fair and reasonable to ensure, as far as possible, that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents/carers in certain defined circumstances. To achieve this the school will identify the activities for which charges will be made and explain the basis on which charges may be reduced for certain pupils.

The School, however, has the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.

The Governing Body of Cirencester Primary School and Nursery has decided that the policy will be:

### **1. Day Visits**

For visits occurring during school time, we ask for a voluntary contribution to meet the cost. For visits outside school time, parents/carers will be charged for all allowable costs.

### **2. Residential Visits during school time**

Parents/carers will be charged for the full cost of their child's visit, including all allowable costs\* and board and lodgings. Charges will automatically be reduced for children currently receiving Free School Meals. Other Pupil Premium children may be considered for a discretionary reduction and parents/carers of these children will need to make a written application to the Headteacher. \*Allowable Costs Include:-

1. Pupil's travel and subsistence
2. Materials, books, instruments and other equipment
3. Support staff
4. Teaching staff where separately engaged under a contract for the services for the visit or activity
5. Entrance fees to museums, castles, theatres etc.
6. Insurance

### **3. Classroom Materials**

No charge will be made for materials or equipment. However, for certain practical activities (e.g. technology or cookery) parents/carers may be asked to provide materials or ingredients on a

voluntary basis. Where parents/carers would like to keep the finished product, the school reserves the right to charge for the cost of the materials.

#### **4. Damage to School Property**

Parents/carers may be liable for the cost of replacement if pupils deliberately damage school property. Where the school is able to claim on its insurance policy parents/carers will be liable to the excess on the insurance policy.

#### **5. Remission of charges**

The school will consider the remission of charges to parents/carers of children who receive free school meals. *There may also be discretionary support for families who have had a significant change of circumstance. This will be decided by the Headteacher.*

Parents/carers who are eligible for the remission of charges will be dealt with confidentially. The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to offer assistance in paying for certain activities or a longer period of instalments will be made available.