



St Helens Primary School

Charging and Remissions Policy

Reviewed by: FGB

On: July 2025

Next review due: July 2026

Chair of Governors: Matthew Searle

Signature: 

St Helens Primary School - Charging and Remissions Policy

St Helens Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Rationale

To ensure charges are applied in a consistent manner and reviewed on a regular basis.

Introduction

No charge can be made for the admission of a pupil to the school or for education during school hours when the school is actually in session. The school does not charge for activities which form part of the school curriculum with the exception of individual or small group music tuition. In some cases, Pupil Premium may be used to support those pupils who are at risk of a disadvantaged experience as a result of their family's financial circumstances.

Voluntary contributions.

When organising school trips or visits to enrich the curriculum, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient funds we may cancel the trip. If the trip goes ahead no distinction will be drawn between those who have paid and those who have not.

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

Sporting activities which require transport

Visits to or by a theatre company

Residential trips

Musical events

Residential

If the school organises a residential trip in school time the cost of board and lodgings can be charged for, although parents who receive some state benefits are exempt from this charge.

Music Tuition

There is a charge for individual or small group music tuition as this is an additional curriculum activity and not part of the National Curriculum.

After School Clubs and Activities

If the club or activity is offered by an external provider, that company may charge for their time, service and equipment usage. This operates independently of the school. The School will ensure the staff running the clubs have the correct and current DBS checks.

Remissions

To ensure that access to activities reflects intentions, St Helens Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access.

This policy takes into account the very real and persistent difficulties which people on low income have meeting the costs of educational activities for their children. Where parents are in receipt of income support, income based job seekers allowance, support underpart IV of the Immigration and Asylum Act 1999 or Child Tax Credit (provided that working Tax Credit is not also received), the governing body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made and in order to remove financial barriers from disadvantaged pupils, (when arranging a chargeable activity) the governing body will invite parents to apply in confidence for the remission of charges in part or in full.

Authorisation for remission will be made by the Head teacher.

Miscellaneous

Private photocopying /Fax - to be charged at 10p per copy A4, 12p per copy A3

Private Telephone calls- as per itemised bill

Private laminating – 20p per sheet

Ingredients/materials for practical subjects where parents indicate they or the child wish to own the finished product.

Monitoring and Review

This policy is monitored by the Governing Body and reviewed on a regular basis.