



Peel Common Primary School

Charging and Remission policy

Date of Policy:	December 2025
Date of Next Review:	December 2026
Review Cycle:	Every Year
Chair of Governors:	<i>Evy-Anna</i>

Introduction

This charging policy has been compiled in line with DfES requirements as outlined in the 'Charging for school activities' advice document May 2018 and in accordance with s449-462 of the Education Act, 1996 and is regularly reviewed.

The Governing body recognises the valuable contribution that a wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education as well as enhancing their learning and broadening their knowledge and experience. 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.

Basic Principles

No charge can be made for education during school hours. This includes materials and equipment. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

Voluntary Contributions

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

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. On occasion the school may pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. The facility for parents/carers to pay for trips by instalments is available.

The following is a list of some of the additional activities organised by the school which may need voluntary contributions from parents. This list is not exhaustive:

- visits to the theatre or visiting theatre groups
- school trips
- musical events.
- visiting groups providing curriculum enrichment.
- guest speakers

Nursery charging.

Fees will be invoiced to the address given on the registration form. If invoices have not been received by the end of the first week it is the responsibility of the parent to inform the Nursery.

Payment must be paid within 15 days of the date of invoice. Any late payments delivered after the 15th day will incur 1% monthly charge.

Fees are payable for all sessions booked, regardless of attendance including absence due to sickness, isolation or holiday taken during term time unless the following criteria is met;

- o A holiday discount rate of 50% is warranted provided the Nursery receives one half terms written notice of the dates. There is a restriction of two weeks holidays during term time per academic year which can be taken. Although taking a term time holiday is actively discouraged and must only be taken in exceptional circumstances
- o Planned free sessions by the nursery such as picnics or party days.

Fees are payable if there is a delay in taking up a session once accepted, unless arranged before hand. Failure to meet payments will result in the termination of the session/s. No fees are due when the nursery is closed e.g. School, Bank holidays and day closures. In the event of closure, as a result of pandemic or infectious disease, and as instructed by the UK Government, Peel Common Nursery will invoice a 20% retainer fee during the period when the nursery is closed. Fees will be reviewed at least annually. We will give you one month's written notice of any change

Exception

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Activities outside of 'school hours'

The governing body reserves the right to charge the full cost to each pupil of activities which take place outside school hours deemed to be optional extras.

Residential Activities

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, we do not make any charge for the education. However, charges are made to cover basic costs including board and lodging and activities.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

In case of financial difficulty parents should contact the headteacher.