



ST JAMES' CE AIDED PRIMARY SCHOOL

CHARGING & REMISSIONS POLICY

November 2025

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy complements the school's finance policy.

Definition

The school day is defined as 08:55 – 13:10 (Reception); 3:15 (Key Stage 1); 3.20 (Key Stage 2).

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy. The governors will review the policy bi-annually.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials and equipment to take pupils between the school and the activity.

It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), the school, or an external source such as the Kent Music School, will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, including transport costs (such as swimming or school trips). In these circumstances no pupil will be prevented from participating because his/her parents are unable to make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

From time to time we may invite a non-school based organisation such as drama/theatre groups to arrange an activity during the school day. The school may pass on the cost of the activity to the parents, however no pupil will be prevented from participating because his/her parents are unable to make a contribution.

Optional activities outside of the school day

We may charge for optional, extra activities provided at lunchtimes or outside of the school day, e.g. French or Spanish club. Such activities are not part of the National Curriculum or Religious Education.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. If some parents cannot afford to pay, the school will not increase the cost to other parents to compensate. Support for parents who cannot afford to pay will come through pupil premium funding or directly from the school budget.

Parents and/or guardians who would qualify for support are those whose children are eligible for free school meals, or as set out in the eligible criteria below.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible criteria

- Free school meals
- Pupil premium/ Ever 6 eligible
- Other criteria at the discretion of the headteacher

Music Tuition

Parents will pay directly to the music teacher or Kent Music School. The school will fund pupils for additional activities where they are eligible for free school meals, as set out in the Pupil Premium statement.

Voluntary contributions

The school may seek voluntary contributions from parents for the benefit of the pupils or any school activities, but:

- such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- pupils will not be treated differently according to whether or not parents have made a

contribution

- parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it.

There is no limit on the level of voluntary contributions sought, but the governing body suggests a minimum donation of £15 per child, per academic year.