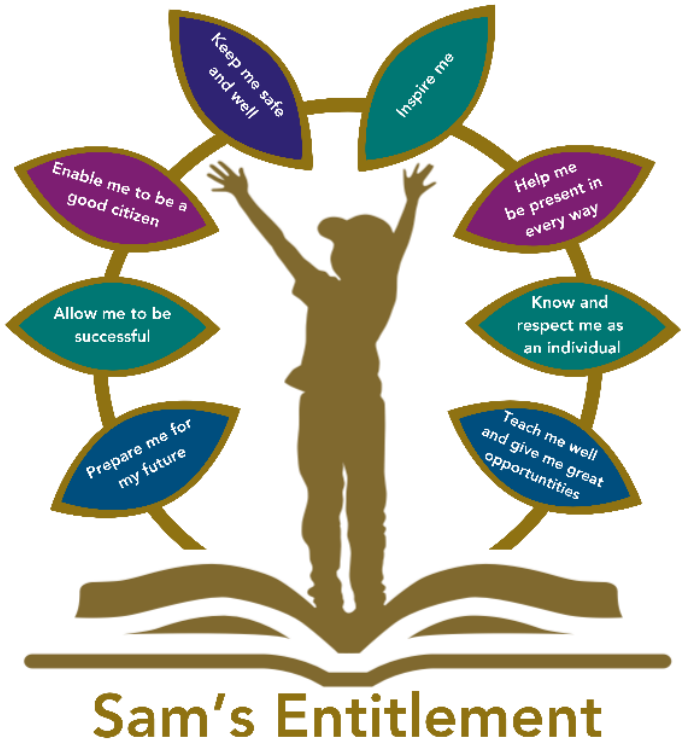
Charging & Remissions Policy

Reviewed on	2026/27, Term 1	Review frequency	Annual
Next review due	2027/28, Term 1	Template Yes / No	Yes
Owner	CFO	Approved by	Board of Trustees

History of Policy Changes

Date	Page/ para	Change	Origin of Change
Sep 26		No changes	Annual review

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Introduction

Hamwic Education Trust (HET) believe that all pupils should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities as well as that all pupils and adults within HET flourish as individuals and together. This policy sets out circumstances in which Gatcombe Park Primary School may charge for activities or services, and the criteria for reducing or waiving those charges to ensure access and fairness for all pupils.

1. Admissions

The school **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

2. Education provided during school hours

Subject to the limited exceptions outlined in this policy, the school **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

3. Education provided outside of school hours

No charge will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.

4. School Meals

The school **does not** charge for school meals where the pupil is eligible for free school meals (or universal infant free school meals).

Pupils who are not entitled to free school meals **will** be charged.

5. Prescribed Public Examinations

The school **does not** charge for entry for a prescribed public examination (including resits) if the pupil has been prepared for it by the school.

However, if a pupil fails without good reason to meet any examination requirement for a syllabus, the school **may** seek to recover the fee from the pupil's parent/carer. For the avoidance of doubt, examination requirements include sitting the examination/resit(s).

6. Materials, books, instruments or equipment

The school **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

Such charges **will not** exceed the cost of the item and the parent/carer will be made aware at the outset that a charge will be made and the amount.

7. Music, instrumental or vocal tuition

The school **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.

The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

No charge will be made if the tuition is:

- Provided to a pupil who is looked after by a Local Authority; or.
- Provided as part of the national curriculum during school hours, or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the school.

8. Transport

The school **does not** charge for:

- Transporting pupils to or from the school's premises where the Local Authority has a statutory obligation to provide transport.
- Transporting pupils to other premises where Local Governing Committee (LGC) or Local Authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the school.
- Transport provided in connection with an educational visit.

9. Residential Visits

The school **does not** charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or is part of religious education.
- Supply teachers to cover for those teachers who are accompanying pupils on a residential visit.

The school **will** charge for board and lodging relating to residential visits (see paragraph 10).

10. Optional Extras

The school **does** charge for optional extras.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

Optional extras include:

- Education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Examination entry fee(s) if the pupil has not been prepared for the examination(s) by the school.
- Other transport (outside of that outlined in Section 4)**Error! Reference source not found.**
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (e.g., breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of an optional extra an amount **will** be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra.
- The cost of buildings and accommodation.
- Non-teaching staff.

- Teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra.
- The cost or an appropriate proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition, where the tuition is an optional extra.

Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

11. Voluntary Contributions

The school may ask parents/carers for voluntary contributions for the benefit of the school or any of its activities.

Where it is intended that an activity is to be funded by voluntary contributions, the school leader will ensure that parents/carers are made aware at the outset that:

- The activity cannot be funded without voluntary contributions.
- There is no obligation to make any contribution.
- If insufficient voluntary contributions are raised to fund the activity and the school is unable to fund it from some other source, then the activity will be cancelled.

No pupil will be excluded from an activity simply because their parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

12. Refunds

Requests for refunds for activities will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the school leader. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school on the basis of a pupil's breach of the school's behaviour policy.

13. Damage to property and breakages

Where the school's property has been wilfully or recklessly damaged by a pupil or parent/carer, the school **may** charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil and the school has been charged, the school **may** charge those responsible for some or all of the cost.

14. Charges for the late collection of children

The school **may** charge parents/carers for the cost of after-school club where a child is not collected from school within a reasonable time after the end of the school day or after a school activity.

After-School Club finishes at [insert time]. A short grace period of 5 minutes will be allowed. After this time, a late collection charge will be applied to help cover the additional staffing costs incurred.

The charge will be:

Up to 15 minutes late: £10
16-30 minutes late: £20
31-45 minutes late: £30

Charges will increase by £10 for each additional 15-minute period (or part thereof).
The school understands that emergencies and unforeseen circumstances can arise and will not impose a charge for a one-off unavoidable incident.

15. Remissions

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support.
- Income-based Job-seekers Allowance.
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190).
- Support under Part VI of the Immigration and Asylum Act 1999.
- Guaranteed Element of State Pension Credit.
- Working Tax Credit run-on.
- Income-related Employment and Support Allowance.
- Universal Credit — if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits).

16. Complaints

Complaints regarding this policy or its application should be raised under the school's usual complaints procedure.

17. Monitoring and Review

This policy will be reviewed every year and/or sooner where changes occur to the Department for Education's guidance on charging for school activities.