Hamworthy Primary Schools

Charging and Remissions Policy

Date:	Sep 2025-26
Document owner:	Operations Manager

Introduction

This Charging and Remissions Policy has been written to comply with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Resources Committee.

Aims and Objectives

The School believes that educational visits, outside speakers and theatre groups, all have a vital part to play in providing children with a rich and varied education.

The aims of this Policy are to:

- Set out what the school will not charge for; what it will make a charge for and where a voluntary contribution may be requested from Parents / Guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Entry for a prescribed public examination (including re-sits) provided that a pupil has been prepared for it at the school.

Voluntary contributions

In order to enrich the curriculum, the school may arrange trips and visits which incur a cost to the school. The school may ask for voluntary contributions towards the cost to assist with funding these events, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently. Therefore, no pupil will be barred from taking part in that activity because his/her parents/carers cannot or will not contribute.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Charges will be raised on a pro-rata basis for all pupils taking part.

Chargeable Activities

The school may recover the full costs of the following activities:

- Educational or other activities provided wholly or mainly outside school hours, including Before and After school clubs, which are not:
  a) Part of the National Curriculum.
  b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  c) Part of religious education.
- Board and lodgings on residential visits
- Instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.

Charges will be raised on a pro-rata basis for all pupils taking part.

For exceptions to these chargeable activities, please see the Remissions section below.

Remissions

Where pupils qualify for Pupil Premium payments, or for Children in Care, there will be circumstances where costs for specific chargeable activities may be fully or partially remitted by the school.

This approach may also be applied to voluntary contributions

All remissions will be approved by the Resources committee,

This policy will be implemented in conjunction with the policies for Equality, Inclusion and Health and Safety.

Appendix A

List of all chargeable activities for the Federation from September 2024. (Subject to change)

Nursery

Activity	Charge	Notes
Nursery Extra Hours	£5.00 per hour	
Nursery Breakfast Club	£4.10	7.30 – 8.30am
Nursery After School 'Coral Club'	£6.15	3.30 – 5.00pm

Twin Sails Infant School

Activity	Charge	Notes
Breakfast Club	£4.10	7.30 – 8.30am
After School Club – 'Coral Club'	£8.20 (£4.10 per hour)	3.00 – 5.00pm
Extended Coral Club	£2.80	5.00-5.30pm

Hamworthy Park Junior School

Activity	Charge	Notes
Breakfast Club	£4.10	7.30 – 8.30am
After School Club 'Coral Club'	£8.20	3.00 – 5.00pm
Extended Coral Club	£2.80	5.00-5.30pm
Internal Clubs	£20	Charge is for 1 term (10 weeks). Volunteer teaching staff are providers.
Hot School Lunches (non PP)	£2.75	