

Highwood Primary School



Promoting Resilience - Achieving Potential

Charging and Remissions Policy

Prepared and agreed: May 2026

Next review due by: May 2027

Introduction

The governing body recognises the valuable contribution that a wide range of additional activities such as clubs, trips, residential activities and musicians can make towards pupils' personal and social education. All education during school hours is free (including the supply of any materials, books, instruments or other equipment). We do not charge for any activity undertaken as part of the National Curriculum, with the exception of swimming, where a voluntary contribution is requested.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

This policy has been impact assessed against protected characteristics (race, gender and disability) and no adverse impact has been identified.

Aim

The aim of this policy is to set out what charge will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The governing body of the school is responsible for determining the content of the policy. The headteacher is responsible for implementation. Any determinations with respect to individual parents may be considered jointly by the headteacher and governing body.

Charges

Residential trips

The school organises residential trips during school time. These trips encourage the children to develop invaluable independence and team-building skills. The activities undertaken during the trip link directly to the National Curriculum. We charge for the cost of these trips. Children eligible for free school meals at the time of securing the booking are awarded a discounted cost of up to 50%.

Music tuition

The school currently uses an external company, Life Music, to provide music lessons on a variety of instruments such as guitar, piano, ukulele and the flute. The company determines its own prices and charges these directly to parents or carers who sign their children up for lessons.

Activities outside of school hours

Our extra-curricular clubs are run by external companies which determine their own prices. The school monitors the pricing to make sure the sessions are affordable for our school community. Approximately once a year we send questionnaires to our parents to ask for feedback on value for money and enjoyment of our pupils.

Wraparound Care

Highwood provides wraparound care, subject to availability, from 08:00 to 18:00.

Charges are payable in advance via the Arbor app and are applied as follows:

Breakfast Club £6.00 per session.

Tea Time Club £16.00 per session.

Children eligible for means-tested Free School Meals are given a discount of 25% (£4.25 Breakfast Club and £12.00 Tea Time Club).

Damage to or loss of property

In cases of wilful or malicious damage to school equipment or loss of school equipment, the headteacher may decide to make a charge. Occurrences will be dealt with on their own merits and at the headteacher's discretion.

Lettings

The school will make its facilities available to outside users at the discretion of the headteacher and will charge for the cost of providing the facilities, allowing for site management, energy costs and cleaning. The scale of charges is determined annually by the resources committee and forms part of a separate Lettings Policy.

Remissions

Where a pupil is eligible for means-tested Free School Meals, the governing body will agree to discount the cost of school trips, activities, residential trips, if it is deemed to take place in school hours or where it forms part of the syllabus or the National Curriculum, by up to 50%.

There may be other circumstances, or cases of family hardship which make it difficult for pupils to take part in specific activities for which a charge is made or a voluntary contribution is requested. When arranging such an activity, the governing body asks the school to invite parents to apply in confidence to the headteacher for the remission of charges in part or in full.

Authorisation of remission will be made by the headteacher.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. However, if the school does not receive enough voluntary contributions, the trip or event may have to be cancelled.

If a trip, workshop or event goes ahead and a parent is unwilling or unable to make a voluntary contribution, their child will be permitted to participate fully.

Occasionally the school pays additional costs to support the visit. Parents have a right to know how each trip is funded. The school can provide this information on request.

STEM Workshops

The school may at times wish to enhance our teaching of STEM subjects by way of teacher-led workshops and we invite parents to make a voluntary contribution to the cost of these workshops. The children are permitted to take the item/s made within the workshop home with them. All contributions are voluntary.

Friends of Highwood (PTA)

Our active PTA, the Friends of Highwood, raises funds for the school through a variety of events each year. Funds permitting, they intend to provide the school with an annual donation of up to £200 per year group to go towards the cost of the most expensive trip or workshop planned for each year group each academic year.

Early Years Nursery Fund

From parents whose children are in Early Years, we request a voluntary donation of £7.00 per term to go towards additional resources that are required during their time in Early Years. This can be paid through the Arbor app.

School Fund

The introduction of the School Fund in 2024 is an extension of our successful Early Years Nursery Fund. Parents are encouraged to make regular *affordable* donations to the School Fund to assist with the cost of general school stationery, paper, exercise books and the repairs and maintenance of our expensive building. They can do so by setting up a standing order, or making one-off or regular payments through the Arbor app.

Monitoring and Review

This policy is closely monitored by the governing body. It will be reviewed annually.