



# **ANNESLEY PRIMARY AND NURSERY SCHOOL**

## **Charging and Remissions Policy**

**September 2025**

## **GENERAL PRINCIPLES**

The Governing Body recognises the valuable contribution that a wide range of activities, including visits, residential experiences and clubs, can make towards all aspects of a pupil's education. The Governing Body accordingly wishes to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of the pupils attending the school.

## **CHARGES**

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

### *Residential activities held during school hours:*

Charges will be made for the board and lodging element of those residential activities which take place during the school's normal hours of opening. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made. Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the head teacher of the school EXCEPT in the circumstances described below.

### *Activities held outside the normal hours of the school:*

The school will endeavour to provide a range of such activities from time to time. These may sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras and charges cannot be made (Board and lodging charges may still however be made for any residential activities, subject to the remission arrangements described below.

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made. Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not

be included in the charge. The charge may however include an appropriate element for such items as:

- the pupil's travel costs;
- the pupil's board and lodging costs;
- materials, books, instruments and other equipment;
- non-teaching staff costs;
- entrance fees to museums, castles, theatres etc.;
- insurance costs;
- the expenses only of any participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body of the school, EXCEPT in the circumstances described below.

**Materials and ingredients:** a charge will only be made for any materials and ingredients relating to activities taking place during the school's normal hours where parents have confirmed in advance that they wish to own the finished product, e.g. in home economics or CDT. Alternatively, parents may be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

### **REMISSIONS**

The Governing Body will remit in full the charge for board and lodging for any residential activity it organises for the pupil if the activity:

- takes place within the school's normal hours of opening, OR
- forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside the school's normal hours of opening. and the parents of the pupil are in receipt of:
  - Income Support
  - Income-based Job Seeker's Allowance

- An income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs)
- The Guarantee element of State Pension Credit outside the school's normal hours of opening.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the Governing Body or the Head Teacher. Any subsidy provided by the school will be met from the funds at its disposal, e.g. the school's own funds or budget.

### **VOLUNTARY CONTRIBUTIONS**

Nothing in this policy statement precludes the head teacher of the school from inviting parents to make voluntary contributions for the benefit of the school or in support of any activity it organises, whether during or outside its normal hours of opening. Any contributions sought from parents will be entirely voluntary and pupils must not be treated differently according to whether or not their parents make a contribution in response to any such invitation.

### **BREAKAGES AND DAMAGE TO PROPERTY**

The Governing Body or the Head Teacher of the school reserves the right to seek reparation from parents where their children cause breakages or damage to the school's property.

### **REVIEW**

The Governing Body will review and amend this policy statement from time to time, as appropriate. This Policy is in line with the Nottinghamshire's Guidelines for School Governing Bodies "**Charging for School Activities**".