



# Charging and Remissions Policy

**Oaklands Primary School**

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**Headteacher**

## **1 Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and swimming. Instead, we ask for voluntary contributions at full cost (see below).

## **2 Voluntary contributions**

**2.1** 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. If a trip goes ahead, it may include children whose parents have not paid any contribution.

**2.2** If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity whenever possible but if there are insufficient funds available, trips may have to be cancelled. Sometimes the school pays additional costs in order to support the visit.

**2.3** The following is a list of possible additional activities organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visitors to the school
- musical/dramatic performances
- school trips

**2.4** Where a charge is made for a particular activity parents have a right to know how the charge is worked out. The school will provide this information on request.

## **3 Residential Trips**

**3.1** Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. The school cannot charge for educational elements of a residential however if there are insufficient voluntary contributions towards this, the residential may have to be cancelled.

**3.2** Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of up to 50% of the charge for board and lodging:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

- Or benefits which replace those listed above
- Parents/carers of Looked After Children or Previously Looked After Children can opt for the school to use the additional funding received for their children to pay for the full cost of the trip

**3.3** Documented evidence of support payments must be produced by parents.

**3.4** Where residential school trips have made a surplus in excess of 5% refunds will be generated.

## **4 Music tuition**

**4.1** All children study music as part of the normal school curriculum. We do not charge for this.

**4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Herts Music Service charge parents directly for these lessons. Parents in receipt of certain state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year or when changes occur.

## **5 Swimming**

Swimming is a statutory part of the National Curriculum for PE, meaning schools must teach it. External swimming lessons are organised for children in Year 4. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part. Voluntary contributions are asked for to cover tuition and travel costs.

## **6 Extra-curricular activities**

The school offers a wide variety of activities after school. Some of these are run by external organisations and carry a charge. Costs of these activities are circulated to parents termly in advance or when they become available.

## **7 Arrangements for Monitoring and Evaluation**

The Resources and Finance Group of the Governing Body will monitor the impact of this policy by annually reviewing a financial report on those activities that resulted in charges being levied, and subsidies awarded.

### **Policy Review**

Adopted by Governing Body	February 2026
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