

Charging and Remissions Policy 2025



Long Clawson CofE Primary School

Agreed by the Governing Body on the 3rd of December 2024

Signed by Carole Brown, Chair of Governors

Next review: Autumn 2025

Rationale:

It is the aim of Long Clawson Church of England Primary School to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Most of these curriculum enrichment activities have a cost associated with them and, unfortunately, cannot be provided unless parents are asked for voluntary contributions.

Voluntary contributions:

The school cannot by law charge for activities which are part of the normal school day or part of the National Curriculum but can ask for **voluntary** contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming sessions
- Transport associated with educational visits
- Admission, or activity-based charges.

All contributions are deemed to be voluntary. No child will be excluded from any activity if the parents can't or won't agree to pay the cost of any contribution. However, if insufficient voluntary contributions are received an activity may have to be cancelled.

If parents have paid for a trip but then their child is absent from school, there will be no refund. If the school or event cancels you will receive a full refund.

Charges for optional extras:

The school can charge for any materials, books, instruments or equipment if you wish your child to own them. This means that the school is entitled, if it so chooses to charge for:

- Materials used in technology if your child is expecting to bring the finished product home
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day e.g. any theatre trips, football matches, music concerts and after school clubs.

The school can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups, if the tuition takes place at the request of the parent.

Any charges agreed will not exceed the actual cost of providing the optional extra.

Charging for Residential Visits:

The school values residential educational visits as a means of enriching a child's education. These visits will be built into the school's curriculum as appropriate. The school will request a voluntary charge to cover the cost of activities, board and lodgings. Any charges made will not exceed the actual cost.

The school will ensure that parents are given as much notice as possible regarding planned residential visits and will issue clear instructions to enable payments to be made by instalments.

Special financial arrangements:

Parents in certain financial circumstances e.g. those whose children are in receipt of Pupil Premium, may not need to make voluntary contributions. If parents are facing financial hardship, they should speak to the Headteacher in confidence.

The school will not increase the cost to other pupils to cover for those parents who are unable to contribute or have chosen not to contribute. Sometimes the school and/or FoLCS pays additional costs to support activities/visits.

After School Clubs:

The school sometimes offers extra-curricular activities, and a small charge may be made for these sessions. Some clubs will be part of an enriched curriculum offer. This will be where a child/group of children has been selected or invited to attend. In some circumstances these may not be charged for.

Breakfast and After School Club

The school runs a Breakfast and After School Club. A charge is made for this to cover the cost of staffing, food items and some equipment. Any profit made is reinvested back into the school. This charge is reviewed by the Finance, Pay and Personnel Committee. Sessions required must be paid preferably online or by using vouchers. However, they can be paid for by cash or cheque too. Refunds will not be given if your child is absent from school. Refunds will only be given if the school cancels the club.

School Meals

The school provides hot meals for children at lunchtimes. The cost of the meal is reviewed every year. Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals. If entitled, children in Years 3 to 6 (KS2) can also receive a Free School Meal. For more information about eligibility visit [Leicestershire County Council's Free School Meals](#).

Parents can order a hot school dinner for children in Years 3 to 6 and these are charged for. Payments should ideally be made online, although cash and cheques will be accepted. Accounts must not run in arrears, if they do parents will be expected to supply lunch for their child.

Date	Page	Change	Amend/Approver
13/8/25	1	No other changes due to no updates from LA policy	KL - FPP

