

# Charging and remissions policy



<b>Owned and written by</b>	<b>Shama Khan School Bursar</b>	<b>03/02/2026</b>
<b>Approved by</b>	<b>Finance and Personnel Committee</b>  <b>Full Governing Body</b>	<b>24/03/2026</b>
<b>Date for Review</b>	<b>February 2027</b>	

## **BUSHMEAD PRIMARY & NURSERY SCHOOL CHARGING AND REMISSION POLICY**

All schools are required to have a policy towards Charging and Remissions for activities that take place in and out of school hours. Bushmead Primary & Nursery School operates the following policy, which is adapted from the LA template policy:

### **Charging Policy**

- a) It is proposed that where activities take place during school session time, parents will be invited to make voluntary contributions towards the total cost. Such activities would include swimming lesson transport, class outings, day visits and any group of visiting actors, musicians, etc. A pupil may not be debarred from taking part in the activity because the parents cannot contribute, but the activity may not take place unless sufficient voluntary contributions are received to cover the cost.
- b) Charges may be made for instrumental music tuition during school hours.
- c) Parents whose children borrow school instruments may be asked to make a voluntary contribution towards their upkeep and repair.
- d) For any activity that takes place outside school session time (e.g. theatre visit), charges will be levied as appropriate.
- e) Charges for craft and cooking materials may be levied where parents have indicated they wish to own the finished article.
- f) Voluntary contributions may be sought to cover miscellaneous expenses e.g. Christmas Parties.
- g) In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **General**

The Governing Body may, from time to time amend the categories for which a charge may be made.

The Governing Body reserves the right to review the Charging and Remissions Policy, as necessary.

## **Remissions Policy**

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, or where the child is `Looked After' the Governing Body may remit in full the cost of board and lodging for any residential activity which takes place in more than 50% of school time. In other circumstances the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full.