



Charging and Remissions Policy

Last reviewed on:	May 2025
Reviewed by:	Selina Charles, Finance & Premises Manager
Approved by Governors on:	June 2025
Next review due by:	May 2026

Statement of Policy

Albemarle Primary School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences.

This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Day trips

- Voluntary contributions will be levied for day trips. All trips are partly subsidised by the school for PPG children and the remaining cost will be divided equally between the number of children participating. If parents are entitled to Free School Meals (FSM) or Pupil Premium (PP), the contribution rate will be reduced by 50%. If insufficient voluntary contributions are raised to fund the trip and the school is unable to fund it from another source then the trip may be cancelled.

Residential trips

- Participation in residential trips is on the basis of parental choice and the willingness to meet the charges. Parental agreement is therefore necessary. All residential trips are partly subsidised by the school.

Music Tuition

- External providers are responsible for the provision of individual music lessons such as piano lessons. Tuition is only provided at the request of the pupil's parent whether it takes place in or out of school hours. Providers will levy their own charges. PPG children may be subsidised by the school at a request

Wrap Around Care

- Breakfast Club, 'abc', and After School Care, 'Twinkling Stars' is provided by the school at a cost of:

Breakfast Club

Per session
£3

After School Care

	Basic charges	Free School Meals/Pupil Premium
Session 1	£5	£4
Session 2	£10	£8
All 3 sessions	£12.50	£10

- For Children who are not booked via Magic Booking in advance there will be an additional charge £5 for the first 15 minutes and £5 for every 5 minutes after

Clubs

- The school and external providers offer a range of after school clubs. The charge for clubs provided by the school will be a maximum of £2 per session. The charge for clubs provided by external providers will be at cost price as set by the provider. PPG families are entitled to one school run club free per child

Other activities outside school hours

- The full cost to each pupil of activities deemed to be optional extras taking place outside of school hours such as theatre trips and school discos. PPG children costs will be subsidised by the PTA.

School Uniform

- School uniform costs are partly subsidised for families in receipt of Free School Meals or Pupil Premium. Cost will be reduced by 25% per item of uniform.

General

- The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of parents when this damage or loss is the result of their child's behaviour or negligence.

Remissions

In addition to the subsidies for the activities listed above the Governing Body may remit all or part of the cost of activities. In cases of family hardship which would make it difficult for pupils to take part in particular activities, for which a charge is made, families should contact the Headteacher in confidence. Authorisation of remission will be made by the Headteacher on behalf of the Governors.