Bearwood Primary School

Charging and Remissions Policy 2026/7

Adopted by Governors 13th October 2026

Introduction

1.1

This policy has been compiled in line with DfE – Department for Education requirements and in accordance with section 449-462 of the Education Act 1996. This policy adheres to Sandwell guidelines.

1.2

The governing body recognises the valuable contribution that the wide range of activities, including trips and residential experiences, can make towards pupils' personal and social education.

1.3

The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

1.4

The Headteacher has the responsibility for monitoring and evaluating the implementation of this charging policy and will provide the Governing Body with a financial report as part of the normal yearly reconciliation of the school fund.

2. Education

2.1

No charge will be made for education during school hours; the definition 'education' includes the supply of any materials, books, instruments or other equipment. We do not charge for any activity undertaken as part of the National Curriculum.

3. Voluntary Contributions

3.1

Voluntary contributions from parents will be requested for school activities in or out of school time for which a compulsory charge cannot be made.

3.2

No pupil would be excluded from such an activity because of an inability or unwillingness to make a voluntary contribution. However, it must be acknowledged that the School Fund/Budget used to support school visits and activities is limited and that some activities

cannot be funded without voluntary contributions from parents.

3.3
Such activities would only be provided if there were sufficient voluntary contributions made to ensure the activity could go ahead. Parents will be made aware if the activity cannot be funded without voluntary contributions. If insufficient voluntary contributions are raised to fund the visit, then it must be cancelled.

3.4

The Headteacher will decide within these policies whether a particular activity is chargeable or not, and if chargeable, what the level of voluntary contributions must be for the activity to go ahead.

3.5

There is no limit on the level of voluntary contributions sought.

3.6

The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

4. School Trips / Visits

4.1

Parents will be asked to make voluntary contributions to school trips / visits to extend the value of school funds. The contributions will not exceed the actual cost.

4.2

Where possible, refunds will be made, but not where the school has already made financial commitments.

5. Residential Visits

5.1

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education.

5.2

Charges will be made to cover the cost of board, lodgings and travel expenses but they will not exceed the actual cost.

6. Music Tuition

6.1

All children study music as part of the normal school curriculum and there will be no charge for this or for individual or for group music tuition.

6.2

There is no charge for individual or group tuition if this is not part of the National Curriculum.

7. Optional Extras

7.1

Activities that are wholly or mainly out of school hours and which are not part of the National Curriculum may have a charge levied for them.

7.2

Charges in full may be requested for some activities that are known as “Optional Extras”. Participation in any optional extra activity will be based on parental choice and willingness to meet the charges in full. The agreement of the parents is therefore a prerequisite for the provision of optional extras for which charges are made. For these activities there is normally no support for those pupils in receipt of “Free School Meals”.

8. Damage / Loss of Property

8.1

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

8.2

A charge will be levied in respect of wilful damage, neglect or loss of school property belonging to a third party, where the cost has been recharged to the school.

9. Other Charges

9.1

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

9.2 Parents may be asked to make a contribution towards the cost of ingredients or materials in advance if they wish to own the finished product.

9.3 Some goods may be purchased through the school for the convenience of parents, pupils or staff; the school will not seek a profit from these sales.

9.4 Some goods will be sold through school with the intention of making a profit and thus raisings money for the School Fund, PTA or other Charity.

9.5 From time to time the school will seek voluntary donations for a specific purpose. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations are to be used.

9.6 After school activities may be organised by the school as a fundraiser to help to raise money for School Funds for the purchase of equipment and activities for the sole benefit of the pupils and staff within the school.

9.7 For electronic payments, transactional costs will not be added to the overall charge.

10. Remissions Policy

10.1 The Head Teacher, Finance Committee or Governing Body may decide to remit in full or part charges in respect of a particular activity, if it feels it is reasonable in the circumstances. They may also decide not to levy charges in respect of a particular activity.

Approved by Governors Date 13/10/26