Shakespeare

Primary School

# Shakespeare Primary School and Nursery

# Charging and Remissions Policy

Ratified by Shakespeare Primary School Governors in May 2026

**Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

**Responsibilities**

The Governing Body of the school are responsible for determining the content of this policy and the Head Teacher for implementation. Any determination with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

The Governing Body recognise that legislation prohibits charges for the following;

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- transport provided in connection with an educational visit.

Charges may be made for:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours (‘optional extras’) to meet the costs for;
- travel
- materials and equipment
- entrance fees
- insurance costs
- vocal and musical instrument tuition.
- breakages and replacements as a result of damages caused willfully or negligently by pupils
- extra-curricular activities and school clubs
- any extended school activity
- damage/vandalism/loss to and of school property
- community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Terms and Conditions)
- remission.

**Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following;

- lost school books
- education school visits

Requests made by school to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents;

a) that the contribution is genuinely voluntary and a parent is under no obligation to pay

b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.