Charging and Remissions Policy

Beavers Community Primary School

Respect – Determination – Cooperation – Equality – Honesty – Kindness

Approved by:	Governors	**Date:** 1st October 2026
Last reviewed on:	Autumn 2025	**Next review due by:** Autumn 2027
Signed & Approved by		
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Ms Sarah Smith		**Mr Matt Durbin**
Headteacher		**Chair**

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1. Introduction

Beavers Community Primary School is an inclusive school and overall, governors are committed to minimising the chance that pupils are excluded from school activities because of cost. It is their aim that all pupils should receive equal access to curricular activities. This helps to ensure that all pupils have equal access to the broad and imaginative curriculum provided by the school.

2. Education during School Hours

Education as part of the National Curriculum during school hours is free. The school arranges a number of trips and visits to enhance and broaden the school curriculum. Children are taken to places of interest, museums, concerts etc. In addition, they work with visiting theatre (and other) groups in school. The governing body makes no charge for these enrichment activities but does ask for contributions towards the cost. Parents are also asked to pay for materials for practical activities in some circumstances.

3. Voluntary contributions

Contributions are requested by the school in the following circumstances:
Enrichment activities taking place during the school day e.g. trips and visits out or to pay performers to come into school etc. The school invites parents to contribute to the cost of the enrichment activity. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. If parents are unable to contribute the full voluntary amount, they are encouraged to contribute whatever they can towards the trip or visit. The school may

pay the shortfall and meet the additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. Parents may, if they wish, pay more than the minimum voluntary contribution to help enable an activity to take place where others are unable to afford the voluntary contribution. If parents kindly wish to pay more, they should indicate the amount of their additional contribution.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- the cost of materials used in practical lessons, when parents have indicated that they would like the finished product to be taken home, or consumed in school (in the case of cookery activities)

4. Swimming

The school organises swimming lessons for all children during Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

5. Extra-Curricular Activities, Provision and After School Clubs

Where additional clubs are offered during lunchtimes or after school, a charge may be made. Charges for clubs and any other provision are made explicit at the time of offering opportunities to children. It is the Governing Body's intention that the school will make no profit from any club/sessions.

6. Residential Visits

If the school is in a position to organise a residential visit in school time or partly school time, which is to provide education directly related to the National Curriculum, we may make a charge to cover the costs of board, lodging and activities. We would ask for a voluntary contribution for the travel expenses. Parents who have been granted FSM allowance from London Borough of Hounslow are exempt from up to 50% of travel expense on request.

7. Childcare – Breakfast Club and Beavers After School Hours

Fees are charged for childcare offered before school and after school

8. School Property – Damage and Loss

If a child damages or destroys furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building the Governing Body reserves the right to ask parents to pay the full or part cost of repair, replacement or restoration, where this is a result of a pupil's inappropriate behaviour.

Parents will be asked to pay the replacement cost of any library or reading book issues to a child that is lost or not returned to school when requested.

9. School Documents and Curriculum Information

The Governing Body is committed to making information easily accessible to parents. Currently parents are able to read school policies and curriculum documents on the school premises, free of charge. Documents, including school policies, held on the school website are available to download free of charge. Refer to Freedom of Information Policy for further details.

Confirmation that the Charging & Remissions Policy has been discussed by the Governing Body of Beavers Community Primary School