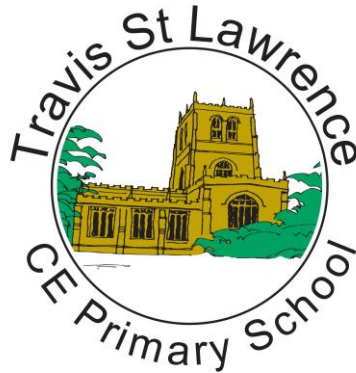


# Charging and Remissions policy



## Travis St Lawrence CE Primary School

<b>Approved by:</b>	Philippa Cousins	<b>Date:</b> September 2025
<b>Last reviewed on:</b>	September 2025	
<b>Next review due by:</b>	September 2026	

*At Travis St Lawrence CE Primary School, we work hard to ensure that all feel they belong, believe, learn and achieve. Our vision is that all achieve. This Charging and Remissions Policy reflects and supports that vision.*

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## 1. Admissions

There is no charge for admissions to the school.

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## 2. School Meals

- No charge is made for pupils eligible for free school meals or universal infant free school meals.
  - Pupils not eligible for free school meals will be charged £2.90 per day, set by The Pantry Catering.
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## 3. Public Examinations

There is no charge for:

- Examinations that are part of the school curriculum
  - Examinations listed in the school's examination policy
  - Exams where pupils have been prepared by the school
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## 4. Activities During School Hours (excluding lunch breaks)

No charges will be made for activities taking place during school hours, with the exception of music tuition (see Section 8).

Charges may apply for:

- Books or materials the parent wishes the pupil to keep (e.g., a finished art project)
  - Optional extras (see Section 5)
  - Individual or group music tuition (see Section 8)
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## 5. Activities Outside of School Hours (Non-Residential)

There is no charge for activities taking place outside of school hours if they are:

- Part of the National Curriculum
- Part of a syllabus for a public examination the pupil is being prepared for
- Part of the school's core religious education provision

### Optional Extras

The school may charge for optional extras, including:

- Education not part of the National Curriculum or a public exam syllabus
- Transport not arranged by the local authority or governing body
- Extra-curricular clubs or activities outside school hours

Charging principles:

- Charges will not exceed the actual cost per pupil.
- No pupil will be required to subsidise others unable or unwilling to pay.
- Costs may include teaching and non-teaching staff, materials, and transport related to the activity.

Participation in optional extras will be based on parental consent and agreement to pay.

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## 6. Activities Partly During School Hours

For non-residential activities that span both school and non-school hours:

- If the majority of time (including travel) falls within school hours, charges follow Section 4.
  - If the majority of time is outside school hours, charges follow Section 5.
  - Schools cannot charge for alternative provision or supply cover for non-participants.
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## 7. Residential Activities

The school will not charge for:

- Education provided during residential visits in school hours
- Education outside school hours that is part of the curriculum or public exam preparation

- Religious education during residential visits
- Travel costs for activities considered within school hours
- Supply cover for accompanying staff

The school may charge for:

- Board and lodging (cost not to exceed the actual cost to the school)
- Travel costs for residential activities outside school hours
- Optional activities during residential trips (as per Section 5)

Parents will be informed in advance of any costs. Families eligible for certain benefits may be exempt from board and lodging charges (see Section 11).

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## 8. Music Tuition

In line with government guidelines, charges will not be made for:

- Music tuition required under the National Curriculum
- First access instrumental tuition at Key Stage 2 (Wider Opportunities)
- Public exam syllabus preparation
- Looked After Children (e.g., children in care) – full exemption

Charges may be made for:

- Instrumental or vocal tuition requested by parents
- Lessons delivered by external or specialist tutors
- Group or individual tuition outside the core curriculum

Charges vary by instrument, group size, and lesson duration. Tuition for pupils eligible for free school meals will be remitted in full.

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## 9. Extended Services

Extended services include before and after-school activities aimed at:

- Enriching learning
- Supporting early intervention
- Improving pupil outcomes

- Narrowing attainment gaps

Charges will not exceed the cost of provision, and no parent will be asked to subsidise others.

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## 10. Damage to Property and Breakages

Charges may be made for:

- Wilful or reckless damage to school property
- Loss or damage to third-party property caused by pupils

The Headteacher will assess each case individually.

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## 11. Remissions and Concessions

Parents may be eligible for full or partial remission of charges if they receive:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (without Working Tax Credit)
- Guaranteed Element of State Pension Credit

All cases will be treated confidentially. The Headteacher will determine eligibility and discretionary support.

The school may subsidise other pupils or activities at its discretion.

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## 12. Voluntary Contributions

The school may invite voluntary contributions for enrichment activities or general fundraising.

- Parents are under no obligation to contribute
- Pupils will not be excluded if their parents choose not to contribute
- If an activity cannot proceed without sufficient voluntary contributions, the school may cancel the activity

All contributions will be refunded in case of cancellation.

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### 13. Inability or Unwillingness to Pay

Travis St Lawrence CE Primary School is committed to fair access for all pupils.

- No pupil will be excluded from an activity due to inability or unwillingness to pay
- If funding is insufficient, the activity may be cancelled
- The identity of families unable to pay will be kept confidential