



Roman Road Primary School
Charging and Remissions Policy
2025 - 2026

Agreed by the Governing Body:

Autumn 2025

Annual Review:

Autumn 20256

ROMAN ROAD PRIMARY SCHOOL

Charging and Remissions Policy

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities including clubs, educational visits and residential experiences can make towards the personal and academic development. They believe that all children should have an equal opportunity to benefit from these experiences. We do our best to ensure a good range of visits and experiences are available for all children regardless of financial means.

Charges

- Activities for which charges will not be made
- Activities for which charges will be made
- Activities for which charges may be waived.

No charges will be made for:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
2. Education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for RE.
3. Tuition for students learning to play musical instruments (or singing) if this is required as part of the NC.
4. Education provided on any trip that takes place during school hours.
5. Education provided on any trip that takes place outside of school hours if it is part of the NC or part of the school's basic curriculum for RE.

Activities for which charges may be made

- Activities outside school hours. Non residential activities which take place outside school hours but only if the majority of the time spent on that activity takes place

outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours.)

- Residential activities. Board and lodging costs of residential trips deemed to take place during school time. However, students whose parents are in receipt of certain benefits may not be charged for board and lodging costs.
- Residential trips deemed to take place outside school time.
- Music tuition. Music tuition for individuals or groups of up to 4 children.

Activities or items which may be charged for

- Books, materials, instruments or equipment where a parent wishes to own them or the finished product.
- Lost or destroyed reading books.
- Transport costs.

Activities for which charges may be waived - REMISSIONS

In order to remove financial barriers from disadvantaged students, some activities and visits for which charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Parents will be invited in confidence for the remission of charges and the Head Teacher and Chair of Governors will make authorisation for such remission.

Voluntary Contributions

Schools may also seek voluntary contributions in order to offer a wide variety of activities and experiences to children. All requests for such contributions will state clearly that they are voluntary.

Lettings

As the school does not let out any part of the premises, there are no lettings charges recorded.

The Law states:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.

- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- In the case of trips where the number is limited; if a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Additional considerations

Where possible a list of visits and their approximate cost will be given at the beginning of the school year or in sufficient time that parents can plan ahead or make payment in instalments.

Where an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip.

The Governors will avoid allocating places on a trip on a first come, first served basis as this may discriminate against some children.

The Governors may from time to time, amend the categories of activity for which a charge may be made.

Review

This policy will be reviewed annually.

Clarification

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip then it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day be divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Lettings

Whilst we are committed to the principles of engaging the community, the use of school premises during school hours and before and after school hours is restricted to use by school staff or by clubs organised by the school. We do not offer the school for letting.