**Shiplake Church of England Primary School**

***'But all things must be done properly and in an orderly manner' Corinthians 14:40***

# Charging and Remissions Policy
# Summary for parents

**Approved by Governors October 2025**
**To be reviewed October 2026**

At Shiplake Church of England Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

The full, detailed, policy is available for inspection in the school office.

**Voluntary contributions**
We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for **voluntary** contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming sessions
- Transport on trips
- Admission charges

*Why do we need to ask for voluntary contributions?*

We want to offer a wide range of activities to broaden your child's experience but we can't afford to do everything we would wish without help from parents.

*What happens if I am unwilling to pay?*

Your contribution is voluntary. Your child will not be excluded from the activity

**BUT if we do not receive enough voluntary contributions we may have to cancel the activity.**

*What happens if I am unable to pay?*

Parents in certain financial circumstances (overleaf) will not be expected to make voluntary contributions

*Will my voluntary contribution pay for people who have not paid?*

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

**We promise that:**
We will tell you at the outset if the activity cannot be funded without voluntary contributions. We shall give as much notice as possible of any activities which will require voluntary contributions.

**We can charge for optional extras**
We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means that we will make a charge for:
- Materials used in technology if your child is expecting to bring the finished product home
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts
- After school clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for appropriate sized groups of pupils.

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**We promise that:**

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

**Charging for residential visits**

We believe that every child has an entitlement to a residential visit during their time at Shiplake Church of England Primary School. This will be built into the school curriculum.

We can't charge for transport although we shall usually need to request voluntary contributions.

We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost.

**We promise to help you to plan for these costs by:**

- issuing a calendar of visits/activities to ensure that you have as much notice as possible

- having clear procedures to enable you to pay by instalments

- publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' payment which may favour some pupils more).

**Special financial arrangements**

Parents who are in receipt of any of the benefits listed below will not be required to pay for

- Board and lodging on residential visits (not optional)
- Technology materials
- Music tuition
- Transport to out of school activities

In addition, reduced rates may be negotiated for extra-curricular activities and skiing trips.

**Benefits required to qualify**

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed £16,190
- the limit advised for that tax year.
- Working Tax Credit 'run-on'
- Universal Credit – your household income must be less than £7,400 a year

* These figures and other criteria for FSM/Pupil Premium Funding may change. The school will adopt criteria that apply.
*Criteria listed above are for free school meals (NOT Universal Free School Meals). Other criteria can be added at the school's discretion*