

Spalding Parish Church of England Day School

*We are a caring Christian Community built on Compassion,
Trust, Friendship and Hope.*

Charging and Remissions Policy



Date of Policy: January 2018

Date of Review: January 2020

Adopted by Governing Body: January 2018

Signed by Chair of Governors: Katherine Wright

Charging and Remissions Policy Spalding Parish Church of England Day School





1) Introduction

At Spalding Parish Church of England Day School the Board of Governors believe that activities such as swimming and educational visits (or visitors) are an extension to, and an enrichment of the curriculum. The Board of Governors aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.


All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, but on occasion may ask for parents to make contributions to events (see below).


2) Charges


The Board of Governors reserves the right to invite parents to make a contribution in the following circumstances for activities organised by the school:

-  Activities in school hours: charges may be made for the board and lodging element of residential activities that take place in school hours (please see also Remissions).
-  Activities out of school hours: a charge will be made to cover the full cost of each pupil for activities deemed to be optional activities out of school hours e.g. theatre visits, sporting/musical events.
-  Charging in kind: the cost of materials, ingredients, equipment (or the provision of them by parents) e.g. for cooking, some craft and technology activities. Schools will provide or pay for any ingredients, materials etc. for practical subjects. Parents who are willing to contribute in cash or kind can however do so on a voluntary basis. The school may charge or require the supply of materials if parents have indicated a wish to own the finished product.
-  Music Tuition: All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual music tuition if this is not part of the National Curriculum. This may include the purchase of music, hire of instruments, minor repairs to loaned instruments and the replacement of any items on account of wear, tear and misuse.

-  Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of any damage or defacing to school property which is due to poor pupil behaviour.

 Swimming: The school organises swimming lessons for the children at Spalding Parish Church of England Day School. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons but request a contribution for the cost of the coach to take the children to the swimming pool. We inform parents when these lessons are to take place.

 Hot school meals: the school charges parents for hot school meals at the same rate to which the school is charged (less VAT). Children entitled to Free School Meals will have a main meal ordered each day free of charge. Children in the Foundation Stage and KSI are entitled to a free meal each day under the Universal Free School Meals scheme. Adults ordering a hot school meal will have VAT added to the cost.

3) Lettings

The School Business Manager is responsible for raising invoices for lettings as they are booked. Lettings are charged at the rate recommended by the Local Authority plus a small % as agreed by the Board of Governors.

4) Voluntary Contributions

When organising school trips or visits which enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary and no parent is under any obligation to make a contribution. Pupils will not be treated differently if they have not made a contribution. If we do not receive sufficient voluntary contributions, we may cancel a trip.





Parents have a right to know how each trip/visit is funded. The school provides this information on request. In the case of Residential trips when the school has to make a commitment in advance, any deposit received from parents will be non-refundable.




The Board of Governors may, from time to time, amend the category of activity for which a charge is made.

5) Remissions

If parents are experiencing financial hardship, which makes it difficult for pupils to take part in particular activities for which a charge is made, the Board of Governors will invite parents/carers to apply in confidence for the remission of charge in part or in full. Authorisation of remission will be made by the Head Teacher.

Principles of Remission

-  Universal Credit in prescribed circumstances*
-  Income Support (IS)
-  Income Based Jobseekers Allowance (IBJSA)
-  Support under part VI of the Immigration and Asylum Act 1999

-  Child Tax Credit (where the person is not receiving Working Tax Credit as well)
-  Guaranteed element of State Pension Credit
-  Income related employment and support allowance

** The Government plans to prescribe the circumstances when Universal Credit is fully rolled out.*

6) Pupil Premium

The school uses money from its Pupil Premium allocation to support enrichment, visits and residential activities for pupils in receipt of pupil premium. Parents of these pupils will discuss this with the Head Teacher.

7) Monitoring and Review

The Head Teacher monitors the effectiveness of this policy on a regular basis. They also report to the Board of Governors on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The Board of Governors reviews this policy every two years or earlier if it is felt appropriate.