



*Kirkstall St Stephen's
C of E Primary School*

*Charging & Remissions
Policy*

May 2026

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

KSS School Mission Statement

We are cherished, we are challenged, we are children of God

Our Vision

We are cherished – we aim to create a caring environment where all children and staff feel welcome, valued, supported and respected.

We are challenged- through a stimulating and challenging learning environment, where achievements are recognised but it is also safe to fail, increasing our resilience.

We are children of God – we recognise the value of every individual, encouraging everyone's unique spiritual development and potential.

Our Ethos Statement

Our school ethos is represented by the KSS Values Tree; showing children's growth as a tree planted firmly into God's sustaining love and rooted in our school values of trust, justice, perseverance, respect, thankfulness and forgiveness.

CHARGING & REMISSIONS POLICY

Introduction

This policy is based on guidance from the Department for Education (DfE) and the Education Act 1996 (Sections 449–462), which set out the legal framework for charging for school activities in England.

It also reflects DfE guidance on statutory policies for schools and academy trusts.

Definitions

- **Charge:** A fee payable for a clearly defined activity.
- **Remission:** The full or partial cancellation of a charge that would normally apply.

Roles and Responsibilities

Governing Board

The governing board is responsible for:

- Approving the Charging and Remissions Policy (this may be delegated).
- Monitoring the implementation and effectiveness of the policy.

Head Teacher

The head teacher is responsible for:

- Ensuring all staff are aware of and understand the policy.
- Ensuring the policy is applied consistently across the school.

Staff

Staff are responsible for:

- Applying the policy consistently.
- Raising any uncertainties or specific circumstances with the head teacher.

The school will provide appropriate training to support staff in implementing this policy.

Parents/Carers

Parents and carers should:

- Raise any questions or concerns about this policy with staff or the head teacher.

Charging Principles

School activities fall into two categories:

1. Activities within school time
2. Activities outside school time

Activities Within School Time

No charges are made for activities that form part of the National Curriculum.

Activities Outside School Time

Activities that take place wholly outside school time are voluntary and may be charged at full cost.

- Charges will not exceed the actual cost of the activity, divided equally among participating pupils.
- Charges will not include any subsidy for other pupils.

- Schools may request voluntary contributions to support costs.

If insufficient contributions are received the activity may be cancelled.

Where a trip goes ahead:

- All eligible pupils may participate, regardless of contribution.
- No pupil will be treated differently based on payment.

Parents have the right to request information about how trips are funded.

Residential Visits

A residential visit is arranged in Year 6.

- Funded by parental contributions, with support from the school and PTA.
- Costs vary annually; a full breakdown is available on request.
- Parents experiencing financial difficulty are encouraged to speak confidentially with the head teacher.

Voluntary Contributions

The school may request voluntary contributions to enhance pupils' educational experiences.

- Contributions are entirely voluntary.
- A pupil will not be excluded if their parent/carer is unable or unwilling to contribute.
- If insufficient funds are raised, the activity may not proceed.

Examples of activities that may request voluntary contributions include:

- Educational visits (e.g., museums)
- Sporting events requiring transport.
- Outdoor adventure activities
- Theatre visits
- Enrichment activities
- Musical events

Music Tuition

- No charge is made for class music lessons within the National Curriculum.
- Charges apply for individual or small-group tuition requested by parents/carers.

The school will support access to music tuition for families who may find the cost prohibitive.

School Meals

- The governing body sets and publishes meal prices annually.
- School meals are free for Reception and Key Stage 1 pupils under current government provision.

If cost is a barrier for Key Stage 2 pupils:

- Parents should speak to the School Business Manager, school office, or head teacher.
- No child should miss meals due to financial difficulty.

Swimming Lessons

Swimming is part of the PE curriculum.

- Year 4 pupils attend swimming lessons during term time.
- There is no charge for these lessons.
- Parents will be informed in advance and asked to give written consent.

Damage and Loss

Parents/carers may be asked to cover the cost of:

- Damage caused by their child (e.g., breakages or vandalism)
- Lost school property, including books.

After-School Clubs

The school offers a range of after-school activities.

- These are not part of the standard school day.
- Some activities involve external providers.
- Charges may apply, either through the school or directly from the provider.
- The school may subsidize some activities where possible.

Before and After School Club

The school provides wraparound care for working families.

- Sessions operate daily during term time.
- Places are limited but available to all pupils.
- Charges apply per session.
- Further details are available on request.

Monitoring and Review

- The Resources Committee monitors the effectiveness of this policy.
- Staff and governors ensure the policy is followed and updated, as necessary.
- Governors receive updates from the leadership team as required.

Approval and Review Dates

- **Approved by Governing Body:** May 2026
- **Next Review:** Spring 2028