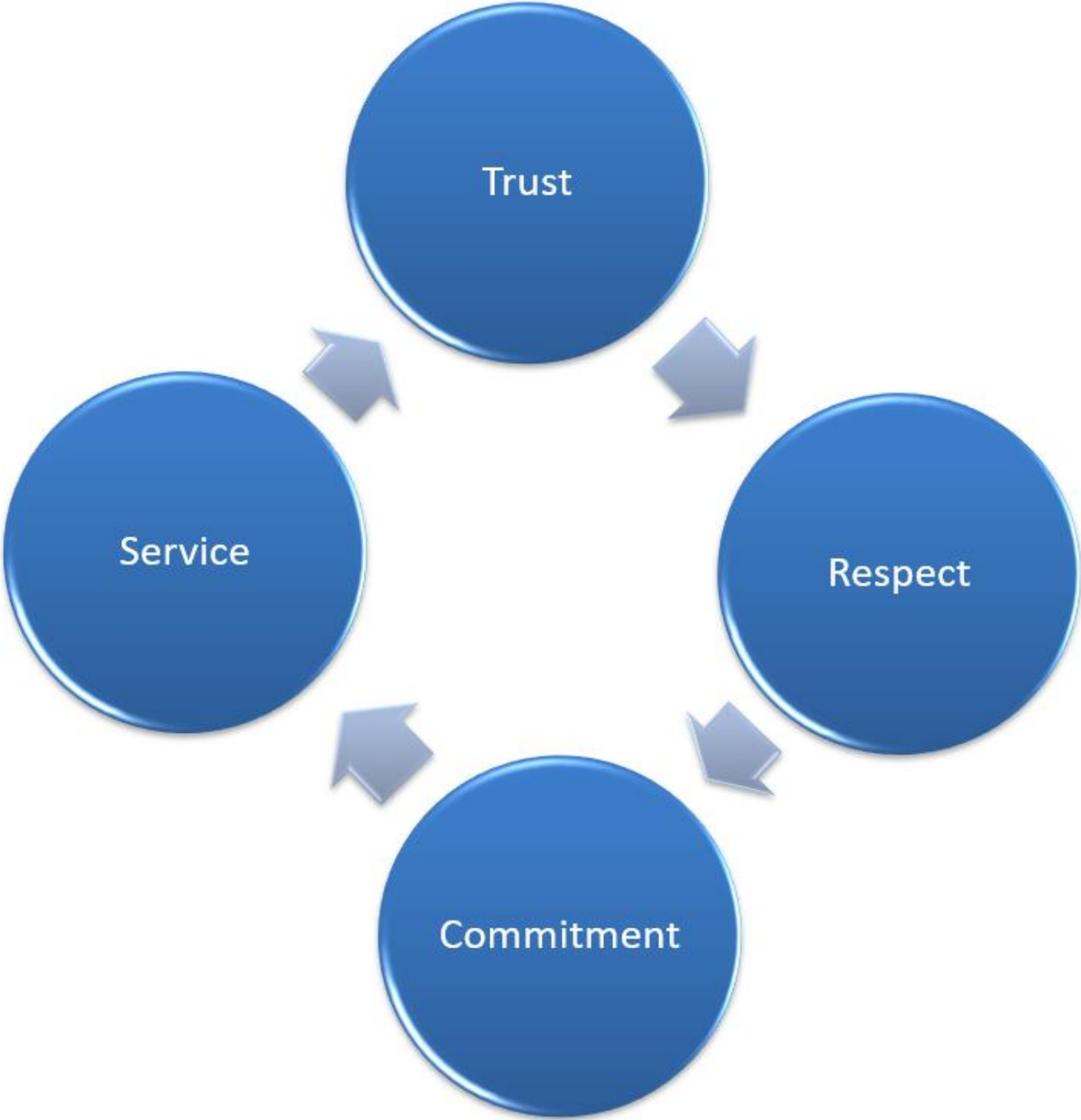




**Chess Valley Trust**  
A primary learning community

Charging and Remissions Policy

CHES VALLEY PRIMARY LEARNING TRUST VISION & VALUES



# CHARGING AND REMISSIONS POLICY

## Timetable

Action	Date
Date reviewed	March 2026
Next date to be reviewed	March 2027

## **1 Admissions**

The Trust **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part of its admissions process.

## **2 Education provided during school hours**

Subject to the limited exceptions outlined in this policy, the Trust **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

## **3 Education provided outside of school hours**

**No charge** will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the Trust or part of religious education.

## **4 School meals**

4.1 The Trust **does not** charge for school meals where the pupil is eligible for free school meals. The school does not charge for year R – 2 school meals.

4.2 Pupils who are not entitled to free school meals **will** be charged in KS2 (years 3-6). Currently, school meals are paid for electronically via the schools catering company.

## **5 Prescribed public examinations**

5.1 The Trust **does not** charge for entry for a prescribed public examination.

## **6 Materials, books, instruments or equipment**

6.1 The Trust may charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

6.2 Such charges will not exceed the cost of the item and parents/carer will be made aware at the outset that a charge will be made and the amount.

## **7 Music, instrumental or vocal tuition**

7.1 The Trust may charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual tuition and group tuition.

7.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

7.3 **No charge** will be made if the tuition is:

- provided to a pupil who is looked after by a local authority, or in receipt of pupil premium
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the Trust.

## **8 Transport**

The Trust **does not** charge for:

- transporting pupils to or from the Trust's premises where the local authority has a statutory obligation to provide transport

- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated

## **9 Residential visits**

9.1 The Trust does not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the Trust or is part of religious education
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit

9.2 The Trust will charge for board and lodging relating to residential visits (see **section 10**).

## **10 Optional extras**

10.1 The Trust does charge for 'optional extras'.

10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

10.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the Trust or part of religious education
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the Trust
- other transport (outside of that outlined in section 8)
- board and lodging for a pupil on a residential visit
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

10.4 In calculating the cost of an optional extra an amount will be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, which includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

10.5 Any charge for an optional extra will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.

## **11 Voluntary contributions**

11.1 The Trust may ask parents/carers for voluntary contributions for the benefit of the Trust or any of its activities.

11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that parents/carers are made aware at the outset that:

- the activity cannot be funded without voluntary contributions

- There is no obligation to make any contribution
- If insufficient voluntary contributions are made to fund the activity, and the Trust is unable to fund it from some other source, then the activity will be cancelled

11.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.

## **12 Refunds**

12.1 Requests for refunds for activities will be considered on an individual basis and may be rejected if the Trust is unable to recoup the costs incurred.

12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

12.3 The Trust reserves the right not to refund costs where a pupil is withdrawn from an activity by the Trust on the basis of a pupil's breach of the school's behaviour policy.

## **13 Damage to property and breakages**

13.1 Where the Trust property has been willfully or recklessly damaged by a pupil or parent/carer, the Trust may charge those responsible for some or all of the cost of repair or replacement.

13.2 Where property belonging to a third party has been damaged by a pupil, and the Trust has been charged, the Trust may charge those responsible for some or all of the cost.

## **14 Remissions**

Parents/carers who can prove they are in receipt of the following benefits may be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Working Tax Credit run-on
- Income related employment and support allowance
- Universal Credit – if applied for on or after 1 April 2018, household income must be less than £7,400 a year (after tax and not including any benefits)

## **15. Lettings**

Chess Valley Primary Learning Trust schools' premises may be hired for events, and this is subject to a charge. Please contact each school for more details.

## **16. After school clubs and other activities**

Our schools provide a wide range of after-school clubs. The school may request contributions towards the cost of materials, ingredients etc which are needed to run a club successfully.

## **17. Pupil Premium**

Parents of children who are eligible for pupil premium may not be charged, or may be offered a discount, for the activities listed above, although many parents are happy to contribute. Such discounts are met by the school's pupil premium funding.

## **18. Complaints**

Complaints regarding this policy or its application should be raised under CVPLT usual complaints procedure.