



CHARGING & REMISSION POLICY

COLLEGE TOWN PRIMARY SCHOOL

Approved Date	Sept 2025
Approved At FGB	Sept 2025
Date of Next Review	Sept 2026
Statutory	YES
Adopted from Bracknell Forest	NO

Charging & Remissions Policy

a) General Statement

College Town Primary School is aware that, under the Education Reform Act 1988, no charge can be made for education in school hours and that every child has the right to receive free school education. Other than in the specific circumstances stated below, College Town Primary School will not charge for any activities, where 50% or more of the duration is undertaken within school hours.

Where an activity or event is arranged to take place with 50% or more of its duration outside school hours, a charge will be made for that activity. In such circumstances parents/guardians will be advised of the event and the charge to be levied in advance and attendance will be purely voluntary.

b) Day School Trips

As a general principle it is not the practice of the school to arrange school trips wholly or mainly outside school hours. The school only seeks to cover its costs and never intends to raise funds from these visits. Parents are sent a letter as soon as arrangements have been finalised; the letter will ask for a voluntary contribution towards the cost and the amount required will be indicated on the letter. No child will be excluded from taking part in these visits regardless of whether a contribution has been received however the Governing Body reserves the right to cancel a trip if sufficient contributions are not received. School trips will be funded by the school for any pupil eligible for pupil premium funding. Where tickets/payments are purchased/made in advance (e.g. theatre trips) this cost will not be refundable.

c) Residential Trips

Residential trips fall outside the curriculum and are therefore not compulsory. Any child not attending a residential trip will attend school as normal. The school only seeks to cover its costs and never intends to raise funds from these trips. Parents are sent a letter as soon as arrangements have been finalised asking if their child wishes to attend the trip and the letter will also detail the cost of the trip and ask for payment which can be made in instalments. Refunds will only be made when a pupil is unable to attend due to illness/injury and the school is able to make a claim against insurance. Any excess incurred will be deducted before any re-imburement is made.

d) Music

Musical education within the curriculum is provided free of charge. Specialist instrumental tuition is available through the Music Trust (see Bracknell Forest Policy).

e) Outside Agencies

Voluntary contributions may be requested from parents/guardians for visiting drama groups or speakers. No child will be excluded from taking part regardless of whether a contribution has been received however the Governing Body reserves the right to cancel if sufficient contributions are not received. The cost of visiting groups for pupils eligible for pupil premium will be covered by the school.

f) Ingredients and Materials

As a general principle, ingredients and materials used within the curriculum will be provided by the school free of charge. However, where an activity takes place which has an end

product (e.g. cakes, sewing) a small charge may be made to help cover the cost of resources. The school will cover the cost for pupils eligible for Pupil Premium.

g) Wake-Up Club, Nursery caterpillar Café and Nursery Paid Afternoons

Attendance at either the Wake-Up Club before school or the Caterpillar Café (Nursery Lunch Club) is purely voluntary and a small charge will be made for each session attended. There are also limited paid places available in the nursery afternoon for those children not eligible for free 30hours funding. Priority is given to children eligible for 30hours funding before any paid places are made available. The current costs for these clubs are available on the school website. Places are provided free of charge for Pupil Premium children.

h) After School Activities including After School Care

The After School Care provided by the school is purely voluntary for pupils and outside of the standard school hours and is charged at a fair market rate which is communicated to parents and carers in advance. The costs are also available on the school website. After School Care provided by the school will be covered by the school's policies.

Any costs for an external provider of an after school club will be managed through the relevant provider and is run outside of the school policy.

Internally run activity clubs may incur a small charge to cover the cost of staffing and any materials used. Costs of all such clubs will be included in information to parents and carers.

i) Purchase of items for resale

The school may buy items like water bottles, resources for home use etc. for selling on to pupils. A small charge may be added to the cost of the item to cover administration costs. The Governing Body delegates the authority to set prices to the Head teacher.

j) Remission Policy

In any of the above circumstances in which a charge is to be made by the school, parents/guardians will be required to remit the amount due prior to the event or activity taking place.

The school reserves the right to add to or amend the above policy as changes in the law or educational provision by the school demands.