Victory Primary school

Victory for all !

Remission and Charging Policy

January 2026

Our philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

At Victory Primary School parents/carers **will not** be charged for :-

- An admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours (if it is part of the national curriculum).
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

However charges **will be** made for the following:-

- Any materials, books, instruments, or equipment, where the child's parent wishes their child to own them.
- Optional extras (see page below).
- Music and vocal tuition, (in certain circumstances).
- Certain early years provision.
- Community facilities.

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge will be made for providing materials, books, instruments, or equipment. Optional extras are:-

Education provided outside of school time that is not:-

a) Part of the national curriculum;

b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) Part of religious education.

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- 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).

In calculating the cost of optional extras, an amount may 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, this 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.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy, for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice, and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra, where charges will be made.

Voluntary contributions

When making requests for voluntary contributions, parents should not feel pressurised into paying, as it is voluntary and not compulsory contribution. If the activity cannot be funded without voluntary contributions, we will make it clear to parents at the outset. There is no obligation for parents/carers to make any contribution.

Although we do not want to exclude a child from an activity simply because his or her parents are unwilling or unable to pay, if insufficient voluntary contributions are raised to fund a visit, or our school cannot fund it from some other source, then it will be cancelled.

Music Tuition

Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request / agreement of the pupil's parent. Charges may not exceed the cost of the provision.

No charges will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Residential visits

Victory Primary School will **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, part of a syllabus for a prescribed public examination, that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Victory Primary School **will** charge for:-

• Board and lodgings.

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:-

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- 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 the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Although we do not want to exclude a child from an activity simply because his or her parents are unable to pay, if our school has insufficient funding or our school cannot secure funding from some other source, then it will be cancelled.

Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Reviewed January 2026
Next review January 2028