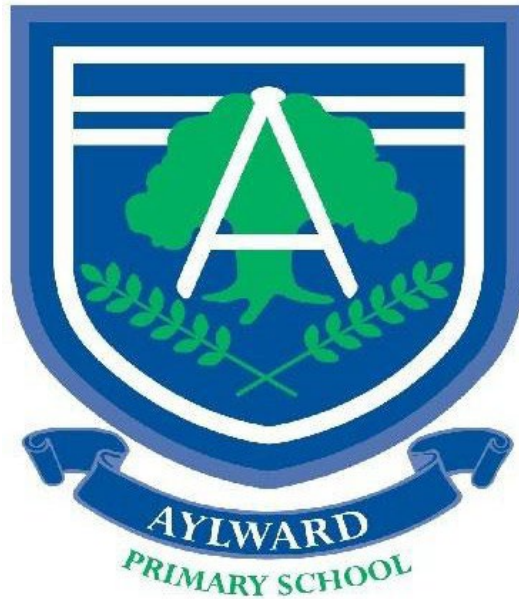




AYLWARD PRIMARY SCHOOL

CHARGING & REMISSION POLICY

GB Committee Responsible:	Finance & Premises
Reviewed by:	Marion Tam
Review Date:	November 2025
Approved by Committee:	13 th November 2025
Next Review Date:	November 2026

1. Introduction

Aylward Primary School recognises 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 pupils of the school and as additional optional activities.

The Governors of Aylward Primary school wish to ensure that all pupils have full and free access to a broad and balanced curriculum and this will include off-site visits. This policy aims to provide clarity over those visits which the school will provide free of charge and for those where there may be a charge. This policy is informed by the DfE guidance and "a guide to the law for school governors".

This policy compliments the school's policies on Equal Opportunities and Educational Visits and has been formulated to sit within the schools Aims and the School improvement Plan and reflects the Government's statutory policy.

2. Admissions

No charge will be made for admission.

3. School Meals

- 3.1 No charge will be made for pupils entitled to Free School Meals and all pupils in EYFS/KS1 (Reception – Year 2) whose meals are provided free as part of the Universal Infant Free School Meals (UFSM).
- 3.2 Since September 2023, the Mayor of London has funded the cost of meals for KS2 pupils (UFSM), so there is no charge for the 2025/26 academic year.

4. Policy Statement

All activities that are a necessary part of the National Curriculum and take place during the school day* will be provided free of charge and include any materials, equipment and transport to take students between the school and the activity. (**The school day is defined as all activities that take place in either the morning or afternoon sessions. The morning session is from 8.50am – 11.50 (EYFS/KS1) or 8.50am – 12.30pm (KS2) and the afternoon session is from 1.10pm – 3.10pm (EYFS/KS1) and 1.30pm – 3.20pm (KS2).*)

The only exceptions to this are:

4.1 Instrumental Tuition

- a) No charge will be made if the music tuition is an essential part of the curriculum
- b) No charge will be made for instrumental tuition within school hours for pupils in care. This includes instrument hire, music books etc.
- c) We will charge for all other instrumental and vocal tuition requested by parents/carers and delivered by specialist peripatetic music tutors within school hours, whether offered to an individual or group of students.
- d) Instrumental tuition charges are reviewed on an annual basis and are as follows for the 2025/26 Academic year:
 - £260 per year
 - £130 per year for pupils entitled to Pupil Premium (not UFSM or UFSM)
 - Instrument Rental - £10 deposit and £10 rental per term.

4.2 Voluntary Contributions

- a) The school may invite parents/carers to make a voluntary contribution towards activities that are exempt from charging. These charges may include contributions to cover travel, entrance fees, workshops and an administration fee.
- b) When a voluntary contribution is requested the School will make it clear that students of parents/carers who choose not to contribute will not be treated differently from those that do. No student will be excluded from the activity if their parents/carers do not make a voluntary contribution.
- c) If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be refunded

4.3 Nursery Charging

The Nursery Charging Policy is available to view on the Admissions page of the school website ([Admissions | Aylward Primary School/](#)) It confirms the following:

- a) Children attending the Nursery on a full-time basis (30 Hours per week) benefit from an additional 45 minutes of supervision at lunchtime. There is a charge of £3.50 per day to support this supervision.
- b) For parents who do not qualify for the 30 hours funding but want their child to attend Nursery on a full time basis, there is a £12 per hour charge in addition to the Lunchtime supervision charge.

6) Residential Activities

Charges are made for transport to and from residential activities and will also be made to cover costs (e.g. board and lodging).

7) Lost School Equipment, Books etc.

Parents may be expected to replace or purchase items of lost property including text books, library books, reading records etc.

8) Damage to School Property

- 8.1 We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.
- 8.2 We will seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

9) Private fees

- 9.1 Any report or data that is requested on a child for the purpose of a third party private assessment request by a parent/carer (e.g. mid-year pupil progress report for solicitors, private schools, private psychologist reports or solicitor reports) will be charged at an agreed rate of £10. This rate will include a cost for staff time to sort and collate the relevant information, as well as photocopying charges (not less than 10p per sheet) and postage.
- 9.2 Any letters requested by parent/carers for proof of a child's attendance at school (e.g. letters for the UK Border Agency, Foreign Embassies etc.) will be charged for at a cost of £5 per letter.

10) Remissions & Concessions

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances.

The criteria for qualification for remission are given below.

- Parents/carers in receipt of Pupil Premium

10.) Arrangements for monitoring and evaluation

The Finance & Premises Committee of the Governing Body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

The Finance & Premises Committee will seek to evaluate the impact of the school's extended services on those children most in need of additional support.