Codicote C of E Primary School

CHARGING & REMISSIONS POLICY

This policy was agreed by the School Governors in November 2025

Introduction

All education during school hours is free. Extra-curricular Clubs run by teachers are free to children. We do not charge for any activity undertaken as part of the National Curriculum; however, we request a voluntary contribution towards the cost of swimming lessons and school trips and visits.

Voluntary contributions

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it always includes children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is able to participate fully in the trip or activity. Sometimes the school may be able to contribute to part of the cost and/or apply for funding from charitable organisations in order to support this.

The following is a list of additional activities organised by the school that may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- outdoor adventure activities;
- visits to the theatre;
- day trips - to museums, galleries or places of interest;
- musical events;
- participation in workshops.

The school will make every endeavour to work with parents and carers to find a solution for those who feel unable to meet the full contribution. The initial criteria will be the entitlement of Pupil Premium.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, a charge is made to cover the costs of board and lodging. Where parents are in receipt of state benefits, grants may be applied for to cover the cost of this. Contributions are requested for the educational activities and travel. Parents and carers are encouraged to contact the school where finances may be a barrier to attending, so that a solution can be found.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. However, there is a charge for individual or group music tuition, where provided by Hertfordshire Music Service. Parents may be eligible for part remission of tuition fees if they are in receipt of certain benefits. Any remission is agreed with the Hertfordshire Music Service.

Swimming Lessons
Voluntary contributions are requested in advance giving a final payment date. Parents are given the option of paying by instalments. Reminder letters may be sent home approximately 1 week before the final payment date. In most circumstances parents send in a full or part contribution. However, children will not be excluded if payment cannot be made.

Child Care
Charges are made for attendance at Breakfast Club and 326 After School Club.

Remission/Refund of Fees or Contributions
Full refunds of contributions will be made to parents when the school cancels the activity. Refunds in other circumstances will be at the discretion of the school. Deposits for residential trips are non-refundable.

Visits are costed as accurately as possible. In the event of a surplus of more than 5% or £5.00 – whichever is the greater, a refund will be offered to all of the parents who contributed the full amount towards the cost of the visit. If the surplus is lower, the funds will be re-invested in future learning opportunities for the children.