



## Finchale Primary School Charging and Remissions Policy

As a school, we aim to provide clear processes for charging and remissions so that families can understand when charges will and will not be made. This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

In order to deliver a broad and creative curriculum, we offer a range of educational visits and purchase the service of various visitors and visitor-led activities to enrich our school life. These activities can only be financed from voluntary contributions from parents/carers and so we rely upon your generosity to be able to provide children with an extensive range of experiences outside of the immediate school environment. Whenever visits or events are arranged, an indication of the average cost per child will be given in advance and contributions requested.

It is also the aim of the school to minimise the financial barriers that may prevent some pupils from taking full advantage of these opportunities. Following a review of how we spend our Pupil Premium money, Governors decided that pupils who are in receipt of Pupil Premium may request funding towards peripatetic music sessions from Durham Music Service (please request details from the school office) and will have **one** opportunity to take part in an annual residential trip for upper KS2 pupils which will be fully funded by Pupil Premium. Subsequent residential visits would have to be paid for by the parents/carers of pupils in receipt of Pupil Premium. **We strongly advise all parents/carers to take out insurance for residential trips.** Should parents/carers experience financial difficulties at any point whilst their child is at school with us, we encourage them to contact the school office.

Please note that legally children cannot be prevented from attending a day trip/visit if a contribution is not made on their behalf and so the only option available to schools in the event that insufficient funds are obtained is to cancel the planned activities and refund the contributions made. Payments for trips are made via Arbor, and any cancellations that may arise will also be refunded via Arbor. Parents/Carers must give their written permission for children to be taken out of school and this written permission (EV4 form) is usually requested when children start school as it covers them as long as they remain at our school.

The school also provides additional, optional services which you may choose to access, such as: **milk, school meals, activities that take place outside of school hours (such as clubs) or instrumental tuition from external providers.** Information will be provided in advance and parent/carer agreement will always be obtained before charging for optional services. You may be entitled to financial support if you are in receipt of certain benefits: if in doubt, please ask at the school office for advice.

**Policy Reviewed: June 2025**