

Abbots Hall Primary Academy



Charging and Remissions Policy

Agreed by Governors:

February 2026

Signed: _____

Next Review Date:

February 2027

Version control

Date	Version no.	Key changes from previous version
2/2/22	V2	Addition of refund of school trips Addition of 'curriculum activity', replacing just 'activity' Addition of 'clothing' section
28/1/25	V3	Addition of wrap around club charges and refunds Addition of collection notices for unpaid fees

Commitment

Abbot Hall Primary Academy has a commitment to providing a broad and balanced education, with no children excluded from curriculum activities for financial reasons. The school will endeavour to ensure that the principles of best value are applied to all activities that require a charge to parents.

Policy

- The education of children in the school curriculum is free
- Where curriculum activities are offered in school, the school may invite parents to make a voluntary donation.
- Where additional voluntary activities, outside of the school curriculum, are offered, the charge by the provider may be passed on to the parent/carer. The activities will be voluntary.
- Where school property is wilfully damaged, the governing body reserve the right to impose a fair replacement cost.
- No child should be excluded from curriculum activities because their parents are unwilling or unable to pay.
- Where financial hardship is likely, the school may subsidise individual children.

Trips and residential visits

- Where off site activities are offered, the school may charge for accommodation, transport and subsistence.
- If there are separate charges for tuition during such activities, this aspect of the cost would be a voluntary contribution.

Cancellation of activities

- The school reserves the right to cancel any activity that proves to be financially unviable due to a lack of support through payments or voluntary contributions.

Clothing

- Although voluntary donations may be asked for curriculum activities in school, the clothing required for the activities will be the responsibility of the parents and carers – P.E kits, sports clothing, swimming kits etc.

Clubs and other activities

- Where the school offers clubs or other activities on a voluntary basis, a charge may be made. Parents will be informed in advance of costs.
- Where clubs are offered by outside agencies (additional music tuition during school hours for example) the charge will be levied by the provider.
- Wrap around care costs (Breakfast Club and After School Club) are required to be paid on booking. This is in line with the Service Agreement. Refunds for wrap around care can be issued provided cancellation is in line with the requirements of the agreement.

Charges for breakages, damage or loss

- At Abbots Hall Primary Academy, we recognise that accidental damage can occur. The school may seek, however, to recover the costs incurred as a result of any item of school property being lost, damaged or broken due to misuse, thoughtless behaviour or carelessness.
- Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage.
- In the event of books being lost or damaged, parents and carers will be asked to replace or refund the cost of each book.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information. In the event that the school has to cancel the trip due to *foreseen* circumstances, parental

contributions will be refunded.

For all other cancellations of the trips, refunds will be awarded at the school's discretion. The school will consider relevant factors when making a decision, including:

- Whether the place can be offered to another pupil
- Whether the school can seek reimbursement from the provider
- The individual circumstances of the cancellation, including illness.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend further trips.

Unpaid charges and fees

- Where a child is no longer attending Abbots Hall, the school reserves the right to issue collection notices to parents for any monies owed.

Review and evaluation

This policy will be reviewed under the GB schedule of review, or if the Government introduce new regulations.