



Park Gate Primary School

Charging & Remissions Policy

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| Approved By: | Governing Board |
| Date Approved: | January 2026 |
| Next Review Date: | January 2027 |
| Review Frequency: | Annually |
| Status: | Approved |
| Last Updated: | January 2026 |

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

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 find it necessary to cancel an event. Children whose parents have not made a contribution will not be excluded from any event. Parents have a right to know how each event is funded. The school will provide this information.

Refund Requests

Refunds for school trips, including residential visits, (for non-attendance due to illness or isolation) are not guaranteed. Requests will be looked at on a case by case basis, and in line with the providers particular refund policy. Contact the school office when requesting a refund.

Extra-Curricular Activities

The school offers a range of after school activities that are led by staff at the school. These activities are offered free of charge. In addition there are several after school activities that are led by outside agencies. These individual agencies will charge for the specialist support offered.

Qualified instructors, who are not members of the school staff, run and organise these sessions. The organising companies make a charge for these activities. This money does not enter the school accounts, but is paid straight to the company by the parents.

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, we do not make any charge for the teaching/instruction. However, we do make a charge to cover the costs of board and lodging. Parents who are unable to afford the full cost of the visit are able to negotiate with the Headteacher to either spread the payments over a period of time or to have the cost of the trip subsidised by the school. This agreement will be put in writing with an agreed payment plan. All parents will be asked to make a contribution, to include the non-refundable deposit. All agreed costs must be paid before the date of the trip.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. Peripatetic music teachers from Hampshire Music Service teach individual or small groups and make a charge for these lessons. Support for these lessons can be provided in negotiation with the Headteacher. Information about additional music tuition is given at the start of each academic year.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school

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time and are part of the National Curriculum. A voluntary contribution towards the cost of transport to and from the pool is requested.

Damage to School Property

There is no reference to breakages or fines in the Act's charging provisions. In accordance with our behaviour policy, where a child has wilfully damaged school property the Headteacher will decide, after carefully considering the context in which the damage took place, whether parents should be asked to contribute to all or part of the cost of replacing the damaged item.

Charges for Administrative Support Services

Park Gate Primary School may levy a charge for administrative services that fall outside the scope of its statutory duties and core educational provision.

Where parents or carers request support from School staff in completing, verifying, or checking documentation for passport applications and/or Disability Living Allowance (DLA) application forms, a fee will be payable to cover staff time and administrative costs incurred.

- The charge for these services will be £10 per application.
- Payment must be made in advance of the service being provided.
- Fees are non-refundable, regardless of the outcome of the application or any subsequent decision made by the relevant external authority.
- The school's role is limited to administrative support and verification where applicable; responsibility for the accuracy, completeness, and submission of all application forms remains with the parent or carer.

All charges will be reviewed periodically and may be amended at the discretion of the Governing Body/School Leadership Team.