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Ofsted Good Provider
Inspire a love of learning, within a nurturing Christian environment

Charging & Remissions Policy

Brockenhurst CE Primary School,
Pre-School, & Nursery

Approved by:	Board of Governors	
Last reviewed on:	September 2026	
Next review due by:	September 2028	

Charging and Remissions Policy

2026-2028

Brockenhurst C of E Primary School offers a broad and balanced curriculum aimed at meeting the needs of all children to ensure that they enjoy their education and achieve to their full potential. Additional activities may be offered to further enhance the educational experience.

It is the Governing Body's intention that all pupils should have an equal opportunity to benefit from school activities although some activities offered to the pupils will incur a charge.

Where possible Pupil Premium funding will be used to support children eligible for Pupil Premium funding, when parents cannot pay for additional opportunities presented by the school where voluntary contributions are required.

CHARGING

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents/carers can plan ahead
- we have established a system for parents/carers to pay in instalments

Activities during school hours

No charges are made for education during school hours. School hours are those when the school is in session and do not include the break in the middle of the school day.

The school provides some activities during school hours for which a voluntary donation is requested. Where there are not sufficient contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

Charges may be made for the ingredients/materials for activities where a product is produced which the child will take home.

Music Tuition

Instrumental music tuition is provided by Hampshire Music Services. Parents/carers who want their child to learn a musical instrument are charged the full cost of provision in advance.

Activities outside school hours

Charges will be made for activities outside school hours offered by external providers.

Any charges for activities outside school hours, which are run by members of the school staff, will be to cover the cost of materials and/or transport.

Residential Visits

On residential visits charges can be made for board and lodging but, because the visits take place during school hours, the cost of travel has to be met by voluntary contribution.

No child will be discriminated against should parents not wish to contribute to travel costs. However, if sufficient contributions are not made the visit will not proceed.

REMISSIONS

Parents/carers in receipt of Income Support, Jobseeker's Allowance or Child Tax Credit should speak to the Head teacher to discuss any remission or help.

Voluntary contributions

Charging for school activities (DFE guidance for governing bodies, school leaders, school staff and local authorities - October 2014)

"… if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents when requesting contributions"