Camp School Charging & Remissions Policy

Approved by Governing Body: 28th September 2026 Next review: Sept 2028

This policy is made under sections 449 to 462 of the Education Act 1996. It sets out both what the school charges for and the circumstances in which a charge will be remitted.

Background

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum. If requested by a parent, a breakdown of how the charge for the activity has been calculated will be provided. Further charges may be made or voluntary contributions sought in some circumstances as described below.

Voluntary Contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs. The Head Teacher may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- Ingredients or materials for specific practical subjects (e.g., cooking or design technology) where pupils can then own the finished product.
- School funds generally

The contribution will be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled. The possibility of cancellation will be made clear to parents.

Trips and Visits

Where a day trip or visit takes place wholly or mainly during school hours, the school will invite a voluntary contribution towards the cost. No child will be excluded from a trip because a contribution has not been made.

Where a trip or activity takes place wholly or mainly outside school hours, and is not part of the national curriculum or religious education, it is an optional extra and the school will charge for it. Any charge will not exceed the actual cost per pupil and will not include any element of subsidy for other pupils.

Where a trip takes place wholly, or mainly, during school hours, children entitled to a free school lunch will be provided with this.

Residential Visits

The school will make a charge for residential visits to cover the cost of board and lodging. This applies even where the visit takes place mainly during school time. The charge will not exceed the actual cost of the board and lodging provided.

In addition, the school will invite a voluntary contribution towards the travel and activity costs of the visit. The school cannot charge for the education or travel elements of a visit that is deemed to take place during school hours, so these costs are met from voluntary contributions and, where necessary, from school funds. If insufficient contributions are received the visit may not be able to go ahead, and this will be made clear to parents at the point of booking.

Parents who are in receipt of a qualifying benefit are exempt from paying the cost of board and lodging. See Remissions and Support for Families below. The school will make this right clear to all parents whenever a residential visit is offered.

A deposit may be requested to secure a place on an optional residential visit.

Swimming

Swimming is part of the national curriculum, so the school does not charge for swimming lessons. The school requests a voluntary contribution towards the cost of pool hire and instruction.

Voluntary contributions are requested two to three weeks in advance, with a final payment date given. Parents may pay by instalments, and a reminder will be sent approximately one week before the final payment date.

No child will be excluded from swimming because a contribution has not been made.

Instrumental Music Lessons

Hertfordshire Music Service offers individual and small group music lessons during school hours. Charges are made for this and managed directly by Hertfordshire Music Service. Parents in receipt of certain benefits may be eligible for a reduction in tuition fees and should contact Hertfordshire Music Service directly for further information and support.

Breakages and Losses

A charge may be levied in respect of willful damage, neglect or loss of property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head teacher may decide. Each incident will be dealt with on its own merit.

Remissions and Support for Families

The cost of board and lodging on a residential visit will be remitted in full for any pupil whose parents are in receipt of a qualifying benefit. The qualifying benefits mirror the national eligibility criteria for Free School Meals. A complete, up-to-date list

of these qualifying benefits can be viewed on the
https://www.gov.uk/apply-free-school-meals
Parents who believe they qualify should contact the school office in absolute confidence.

The Head teacher and Governors fully appreciate that at times some parents may find the extra money hard to find and they will give sympathetic consideration to all cases of genuine financial need and remit charges where appropriate and possible. Parents are encouraged to speak, in confidence, to the Head teacher who has the authority to make arrangements to ease the situation; for example the opportunity to pay in instalments.

Refunds

- **If the school cancels an activity:** Parents will receive a **full refund** of all charges and voluntary contributions.
- **If a child cannot attend an activity due to illness or emergency:** For residential trips, the school will try to recover costs through its travel insurance policy and pass on any payout. For day trips, swimming, or activities, the school cannot refund any payments or contributions that have already been committed to external providers (like coaches, tickets, or venues) and cannot be recovered.
- **Exemption:** These non-refundable rules do not apply to families who qualify for statutory fee remission.