



Ashford Oaks Primary School
Oak Tree Road, Ashford, TN23 4QR

Charging and Remissions Policy July 2025

Document history: Written by Gerry D’cruz Reviewed by Sarah-Jane Sullivan Reviewed by Sarah-Jane Sullivan Reviewed by Sarah-Jane Sullivan Reviewed by Sarah-Jane Sullivan Reviewed by Sarah-Jane Sullivan Reviewed by Sarah-Jane Sullivan	 05/11/2018 06/10/2020 17/01/2022 06/07/2023 04/07/2024 10/07/2024
Safeguarding Approved: Toni Harris	14/07/2025
Ratified by the Governing Body on:	16/07/2025
Review date: Annually	July 2026
Signed: Rob Cooke  Chair of Governors	

1. Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day starts at 8.50am and finishes at 3pm.

2. Relationship to other school policies

The policy compliments the school's equal opportunities policy, curriculum policy and teaching and learning policy. It will be reviewed every year.

The **headteacher** will ensure that the following applies:

3. During the school day

All activities that are a necessary part of the National Curriculum including religious education will take place during the school day. If any materials or equipment are required for the activity these will be provided free of charge. At Ashford Oaks we allow each child to attend each school year, the following without charge:-

- Village trips [attached to class names]
- Visits to museums
- Topic-related visits
- Swimming

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected. We expect 50% of the financial contributions two weeks in advance of the trip, otherwise the trip will be cancelled and contributions refunded.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Yr5 residential (contribution per child no more than £250)
- Trips which require transport expenses

Tuition charges may apply for teaching individual pupils or groups of pupils to play a musical instrument where a Peripatetic teacher is employed.

4. Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will be considered upon application to the school.

Parents who would be considered are those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (where no Working Tax Credit is received), Universal Credit, the guaranteed element of State Pension Credit.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

5. Arrangements for monitoring and evaluation

The finance monitoring governors will monitor the impact of this policy by receiving an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. Report available to R Cooke & D Williams 16/07/2025.