



Holymead Primary School

Charging and Remissions Policy

Policy Advice from
Bristol City Council



Reviewed: January 2026

Head Teacher: Andrew Jones

Review Date: January 2027

Introduction

This policy has been formulated in accordance with Bristol City Council & National guidance on: Charging for School Activities.

Statement of purpose

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Finance & Resources Committee.

Prohibition of Mandatory Charges

The Governing Body of the School recognise that the legislation prohibits mandatory charges for the following:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated

Publication of Information

The whole policy will be accessible on the school website:
<https://www.holymeadp.bristol.sch.uk/>

Charges

The Governors of Holymead Primary School have agreed to charge for the following:

- (a) Board and lodging on residential visits (not to exceed the costs)
- (b) Activities that are wholly or mainly outside school hours as long as these activities are optional extras
- (c) Individual/small group tuition in the playing of a musical instrument
- (d) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) Extra-curricular activities and school clubs.
- (f) Any materials, books, instruments or equipment (not covered by school fund payment) where parents wish their child to own them.

Remissions

Children whose parents are in receipt of the following support payments may, in addition to having a free school lunch entitlement, also seek assistance (should they require it) with the cost for residential school trips. In such cases, the school will discuss the financial support that the school can offer with parents. Please contact the school office and ask to speak to (or direct and email to) the Family Link Worker, your child's class teacher, the Deputy Headteacher(s), or the Headteacher.

The relevant support payments are:

- Universal Credit if your household income is less than £7,400 a year or £616.67 a month after tax
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)
- Support under Part 6 of the Immigration and Asylum Act 1999

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

1. Costs of transport, entry fees, insurance, for school visits in school time that complement and enrich the school's curriculum
2. Costs of transport for Key Stage 2 pupils to swimming and PE events
3. Annual donations to support purchase of resources and extras including:
 - Cooking and art materials which the children may bring home.
 - Visits of artists/theatre groups
 - Insurance on local visits

The terms of any request made to parents will specify that it is a request for a voluntary contribution and in no way represents a mandatory charge. In addition, it will be made clear that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

However, parents must also note that if insufficient funds are raised to fund a visit it will be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher. There will be no levy on those that pay to support those who cannot. The principles of best value will be applied when planning activities that incur charges to parents.

This policy will be reviewed annually at the start of each academic year by the Finance & Resources Committee.



Rights Respecting Schools Article 28:

All children and young people have a right to a primary education, which should be free. Wealthy countries should help poorer countries achieve this. Discipline in schools should respect children's human dignity. Young people should be encouraged to reach the highest level of education they are capable of.

Rights Respecting Schools Article 31:

All children have a right to relax and play, and to join in a wide range of activities.