



Happiness Promotes Success

Highfield Primary School

Charging & Remission Policy

Approved by:	Susan Perry Chair of Governors on behalf of FGB.	Date: 21.11.24
Last reviewed on:	October 2025	
Next review due by:	October 2027	

1 Introduction

1.1 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.

2 Voluntary contributions

2.1 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 cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.
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3 Residential visits

3.1 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 education. However, we do make a charge to cover the costs of board, lodging and travel. Parents who receive state benefits and those with lower incomes should be financially supported by the school and one way is to be signposted to a local charity who offer to subsidise these activities.

4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. They make a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

5 Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

6 After School Activities

The school organises a number of after school activities for children. After School Clubs are charged at £4.50 per session which are payable in advance via parentmail.

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8 After School Club

The school will use an outside provider for an After School Club running from 3.15pm – 5.45pm. The charge will be made to the parents from the provider. Parents who receive state benefits and those with lower incomes maybe financially supported by the school and one way is to be signposted to a local charity who offer to subsidise these activities.

8 Breakfast Club

The school offers a breakfast club for children in years Reception – Year 6. The club runs from 7.30am to 8.30am, when school starts. The children if they arrive before 8.15 will be provided with breakfast. Breakfast includes various cereals, toast, bagels and a choice of drinks. The charge for the club is advertised on the school website. For the academic year 2024 - 2025 the charge will be £4.00 per session.

9 Late Collections

If children are not collected by 3.30 pm a late collection fee will be payable, per child, at the rate of £1.00 per five minutes late from 3.30 pm. The Inventory sign out system will be used to check payments due.