



HIGHGATE PRIMARY SCHOOL

Charging and Remissions Policy

September 2025

Learning outside of the classroom is an essential part of the Highgate Primary School curriculum and the school recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

At Highgate Primary School all pupils should have an equal opportunity to benefit from school curricular and extra-curricular activities and visits independent of their parents' financial means. This policy describes how the school will do its best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Guidelines

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Tuition for pupils learning to play musical instruments where the tuition is part of the Highgate Primary Curriculum
- Swimming lessons and transport provided in connection with an educational trip.
- Supply teachers or additional adults to cover for those teachers who are absent from school accompanying pupils on trips or residential visits

2. Activities where voluntary contribution will be requested in order for the activity to go ahead:

There will be some trips or activities which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead

- Trips and residential visits
- Paid visitors or workshops delivered in school that have been planned to enrich the curriculum
- Specialist equipment for activities that have been planned to enrich the curriculum, and where parents would like to own the child's work.

3. Activities for which charges may be made:

- Individual music tuition
- After-school activity clubs
- Early Bird Breakfast Club
- Night Owls After-School Club

4. Breakages

The Governing Body reserves the right to ask parents to pay for any damage to school property or loss of school equipment that has occurred as a result of pupils' or parents' unacceptable behaviour or negligence.

Remission or help with charges

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 publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
- The school can make applications to educational trusts on behalf of parents to support inclusion
- Low income families can apply to the school for financial assistance using the appropriate form. The governors have allocated a set budget to support families in this way.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Staff Responsible

| | |
|-----------------|-------------------------|
| William Dean | Headteacher |
| Jaimini Lakhani | School Business Manager |

Policy Monitoring and Review

A copy of this policy is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.

This policy is reviewed annually by the Governors' Resources Committee

Date of next review

September 2026