



July 2026

Charging and Remissions Policy

In accordance with Sections 106-111 and 117-118 of the Education Reform Act 1988, Swansfield Park Primary School makes no charge for education or educational activities provided during school hours as part of the published curriculum. However, we recognise the valuable contribution that the wide range of additional activities can make towards the personal and social education of pupils. Swansfield Park Primary School therefore reserves the right to levy charges for the following activities arranged by the school

Aims and Objective

The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

Voluntary Contributions

We recognise the value in offering opportunities for pupils to broaden their experiences and learning in connection with curriculum areas during school hours. Such opportunities might comprise: an educational visit to an historical site, a theatre visit, an art gallery or museum. Our policy is to work jointly with parents and carers and invite voluntary contributions. Children whose parents/carers have not made a voluntary contribution will still be included in the trip. If insufficient funds are collected for a trip, it may be cancelled. Decisions about the viability of trips will be made by the headteacher. Sometimes the school will pay additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

Optional Extra Activities Outside of School Hours

The full cost of activities including residential visits which take place out of school hours may be charged to parents/carers. In fixing the charge, the school may take account of the costs for travel, board and lodging for supervising staff. No charge will be made for payments to staff who accompany such visits. Financial support towards the cost of residential visits for pupils in receipt of Pupil Premium may be given.

Music Tuition

All children study the music curriculum as part of the normal school curriculum. There is no charge for this.

There is a charge for individual and small group tuition, since this is an additional activity and not part of the National Curriculum. Parents pay Music Partnership North or Rock Steady directly for these lessons. Where a pupil is in receipt of Pupil Premium funding, the full cost of music tuition may be covered. For pupils in receipt of Forces Pupil Premium, one term of tuition may be paid.

Extra-Curricular Activities and Clubs

A voluntary contribution is requested from parents/carers for these activities.

Swimming

Swimming is a mandatory part of the PE curriculum. Voluntary contributions are requested from parents/carers to cover the cost of tuition.

Childcare (Tic Toc)

We will charge families for any childcare offered to children before and after school and during school holidays. The level of fees and any remissions are set and reviewed regularly by the Academy Council. These fees can be found on our website

Fee-Paying Nursery and Pre-School Places

We offer full time nursery places to 3 and 4 year old children 3 hour sessions (mornings) for pre-school children. This can be funded through 15 and 30 hour entitlement. Sessions above and beyond funding entitlement will incur a charge. Information about the charges for these sessions can be found on our website. Further information about funded places can be found here:

<https://www.northumberland.gov.uk/children-young-people-and-families/families/childcare/early-education-free-entitlement>

Damage to Property or Breakages

Very rarely, we may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property or property belonging to a third person where the school has been charged.

Monitoring and Review

This policy will be reviewed annually by the Academy Council or sooner if necessary.

Last Review: February 2025

This Review: July 2026

Approval and Authorisation				
	Name	Job title	Signature	Date
Approved	Anne-Marie Grimes	Headteacher		10/07/2026