



# CHARGING AND REMISSIONS POLICY

November 2025

*Imagine, Believe, Achieve*

***"Let us run the race before us and never give up"***  
***Hebrews 12:1***

# Matlock Bath Holy Trinity School

## Policy on Charging

### 1 Introduction

- 1.1 The purpose of this policy is to ensure that there is clarity about the items which the school will provide free of charge and the items for which there may be a charge.
- 1.2 All the activities we provide during normal school hours is at no charge to pupils. This includes any materials, resources and equipment. We will ensure that any children who are entitled to Pupil Premium funding are not disadvantaged and will be entitled to attend breakfast and after school clubs free of charge.
- 1.3 The school day is defined at 8:55am until 12noon and 1pm until 3:30pm. The midday break does not form part of the school day.

### 2 Policy Statement

- 2.1 During the school day all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. It excludes charges made for teaching an individual pupil or group of pupils to play a musical instrument (see also below section 4.)
- 2.2 As a general rule, unless the teaching is an essential part of either the Early Years Foundation Stage Curriculum, the National Curriculum a public examination syllabus being followed by the pupil, or part of Religious Education there may be, in most circumstances, a small charge.
- 2.3 Participation in any optional extra activity is on the basis of parental choice and willingness to meet any associated charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional charge where charges will be made.
- 2.4 Voluntary contributions will be sought for activities during the school day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from participating because his or her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.
- 2.5 From time to time we may invite a non-school based organisation such as a theatre production etc to arrange an activity during the school day. The school may pass on a proportion of the cost of such events to parents. We try to use money raised by the PTFA to fund activities such as these.

### 3 Day and Residential visits

- 3.1 Charges will be made for transport, entrance to the facilities and accommodation costs. Parents will be informed well in advance of how much the trips will cost. For residential trips, we offer the option of payment plans to help spread the cost.

- 3.2 Other charges to cover the costs of any additional activities may be made as appropriate. In such cases parents are invited to ask if they wish to know how the charges were calculated.

#### **4. Calculating Charges**

- 4.1 When charges are made for an 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 or will not. Support for cases of hardship will be at the discretion of the Headteacher.
- 4.2 The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents.

#### **5 Music tuition**

- 5.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 5.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. The music teachers make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

#### **6 Swimming**

- 6.1 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 and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

#### **7 Monitoring and review**

- 7.1 This policy is monitored by the governing body, and will be reviewed every two years, or earlier if necessary.

**Signed:** C Layhe-Humphreys

**Date:** November 2025