Clifford Road Primary School
Celebrating Achievement in All

Clifford Road Primary School and Nursery

Charges & Remissions Policy:
Additional Activities Organised for Pupils

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school

School Journeys in School Hours:
The board and lodging element of the following residential activities deemed to take place within school hours.

- The annual trip to the Norfolk Lakes

Activities Outside School Hours: i.e. During Lunch Time, Before or After School:

- School clubs
- Concerts
- School Plays
- Discos

Materials:
The cost of materials provided for Science, Design Technology and Art where children will take their work home and parents have indicated in advance that they wish to own the finished product.

Nursery:
Parents will be charged for supervision at lunchtime and for additional nursery sessions over those that are funded by Government.

A voluntary contribution towards the cost of snacks is requested.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Remissions

The Governing Body may wish to remit in part the cost of an activity for which a charge is normally made where the parents of a pupil are in receipt of one or more of the following benefits:

• Universal Credit (provided they have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of their most recent assessment periods)
• Income Support
• Income-based Jobseeker's Allowance
• Income-related Employment and Support Allowance
• Support under Part VI of the Immigration and Asylum Act 1999
• The guarantee element of Pension Credit
• Child Tax Credit (provided they are 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 they stop qualifying for Working Tax Credit.

Similarly there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made.

Parents are invited to apply in confidence to the Headteacher where such circumstances apply, and a percentage remission of charges may be authorised. Where remissions are made these are reported to the Governing Body through Pupil Premium.

Important Note

The Governing Body applies a policy of charging for the following activities:

- Visiting artists or performers
- Day trips and local visits
- Individual instrumental music tuition (in groups of no more than 4 pupils)

The costs of such activities are met by voluntary parental contributions. Where such voluntary contributions are not made the activity will not take place.

Agreed by the Governing Body: December 2025
To Be Reviewed: December 2026