

Issue Date	November 2025
Approval Committee	Full Governing Body
Ratified by	

CONIFERS PRIMARY SCHOOL

A nurturing environment, inspiring achievement

CHARGING AND REMISSIONS POLICY

The governors wish to ensure that all pupils have access to all areas of life of the school, regardless of the parents' ability to pay.

Books and equipment

- Conifers Primary provides children with pens, pencils and other equipment they may require during the school day. Some parents do buy their children their own pens, pencils, calculators etc.
- Parents of pupils who lose or damage books or equipment issued to them are expected to pay the cost of replacement or repair.

Charging for materials

Parents of pupils who undertake practical courses (eg. Technology, Art, etc.) and who wish their children to own the finished product may be charged for the materials used.

Activities within the school day or part of an examination course

- In the event of activities organised by the school during school hours involving the need for payment to be made, voluntary contributions are sought from parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution, but it is necessary for a substantial number of parents

to contribute before the activity can go ahead. Pupils will never be treated differently whether or not their parents have made any such payments.

Activities outside the school day and not part of an examination course

For these activities payment is required for pupils to take part.

- In the case of activities partly during the school day, and partly out of school hours, charges will be made for the time outside school hours. The head teacher and governors will consider sympathetically cases of genuine financial need and remit charges where appropriate (any decisions will remain confidential).

Residential Visits

Payment will be required in respect of residential visits taking place mainly outside school time and not required for an examination course.

Music Tuition

- The Headteacher is authorised to charge for music tuition outside normal classroom activities, when permitted.

Loss and Damage to School Property

- Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for the cost of repair or replacement.