



# Hardwick and Cambourne Community Primary School

## Charges and Remissions Policy

Date Reviewed: Summer 2025

Reviewed by: Governing Body

Next Planned Review: Summer 2029

## **Safeguarding Statement**

At Hardwick and Cambourne Community Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Hardwick and Cambourne Community Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## **1. RATIONALE**

Hardwick and Cambourne Community Primary School is committed to every individual achieving personal excellence through a range of opportunities to develop the whole person. All members of the school are of equal value and must have an equal opportunity to succeed and each has a valuable and worthwhile contribution to make to the life of the school. This charging policy supports this commitment.

## **2. AIMS AND OBJECTIVES**

- 2.1.1 Educational visits and residential activities make a valuable contribution towards a child's education and we encourage children to take part in such activities as part of a broad and balanced curriculum.
- 2.1.2 We are committed to providing a range of activities to enrich and enhance children's experiences within school, including educational visits, both locally and further afield; residential visits; and engaging outside bodies to come into school to deliver sessions which extend our delivery of the curriculum.
- 2.1.3 These activities will normally be funded by contributions from parents which we recognise can only be voluntary. The level of these voluntary contributions will be set to cover all costs associated with the activity (including provision of cover, if required).
- 2.1.4 In normal circumstances, such contributions are necessary to enable the activity to go ahead. However, if families have problems in supporting their children in this way, then contact should be made with the Headteacher or Heads of Campus who will, with complete discretion, seek a way of resolving the issue. If an individual is in receipt of pupil premium funding, the school will generally fund 50% of the trip or activity from such funding.
- 2.1.5 While it is hoped that everyone will make the voluntary contributions requested, the school will ensure that no individual is prohibited from participating because they do not make the recommended contribution. However, if insufficient contributions are made, it may be necessary to cancel the activity.
- 2.1.6 When charges are permitted by law, a charge to cover the full cost will in general be levied. These circumstances include optional trips which generally take place outside the school day (for example, certain choir visits, or some theatre trips).  
  
When a charge is levied, the school will make clear the statutory entitlement and seek means to offer assistance in cases of genuine hardship.
- 2.1.7 When pupils indicate that they wish to keep the finished product of a practical activity, they may be asked to pay for or provide the ingredients, materials or equipment needed. No individual child will be at a disadvantage because of a parent's or guardian's unwillingness or inability to contribute in this way.

## **3 UPDATE AND REVISION**

This policy will be reviewed every four years.