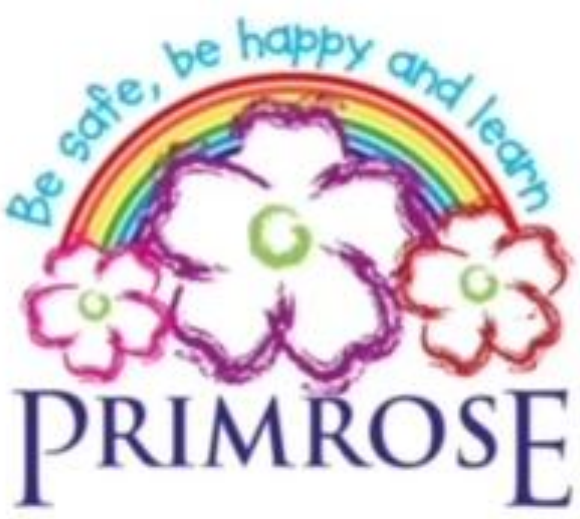
Charging & Remissions Policy



Signed by Chair of Governors:

Date ratified by Governing Body: September 2026

Date of Review: September 2028

The Service recognises the valuable contribution that the wide range of additional activities including educational visits and residential experiences can make towards pupils' personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the Centre.

It is accepted that compulsory charges cannot be made in respect of educational activities during School hours, including cost of materials, books, instruments or other equipment used. It must be noted that equipment, for these purposes, does not include clothing.

It is also accepted that compulsory charges cannot be made in respect of educational visits that are required as part of the syllabus for a public examination, the Curriculum or Religious Education.

In order to provide the pupils within the Service with a breadth of educational experiences and, in particular, to compensate for the lack of opportunities to explore the local community due to their social, emotional and mental health needs, it is very important that pupils participate in planned educational visits.

It is recognised that although there is no charge levied for transport for educational activities, many educational visits will depend on financial contributions, in part, from parents/carers. Without some financial contribution from parents/carers the Service would find it difficult to maintain the number of visits that regularly take place. The voluntary financial contributions from parents/carers are kept to a reasonable minimum with the aim that all children from the relevant class or subject area, participate in day visits.

The Governing Board has agreed that its policy for charges will be as follows:

1. Day Visits

For those educational visits where there is a cost, other than the cost of transport, the Service will invite a voluntary contribution from parents/carers to meet the costs.

2. Residential Visits

The Service will invite voluntary contributions from parents/carers to assist with the cost of food and accommodation. The Governing Board intends to make an equitable charge, which will not exceed the cost involved for food and accommodation.

3. Involvement in Sporting Activities

When pupils are representing the Service in sporting activities, the Service will pay the cost.

4. Educational Materials

Where pupils create articles, for example, in the course of technology lessons, parents/carers may be asked to provide materials or ingredients on a voluntary basis. Where parents/carers wish to own the finished product they may be required to meet the cost of the materials.

5. Examination Fees

The Service will pay the entrance fee for all accredited courses, where the Centre has prepared the pupil for the particular course.

6. Instrumental Tuition

Parents may be expected to pay for individual tuition in playing a musical instrument but not where it is required as part of any syllabus for a public examination or provided for specifically to fulfil the requirements of the Curriculum.

7. Damage to Property

Charges may also include costs to repair broken windows or replacement of lost or damaged Centre property as a result of a pupil's behaviour.

8. Voluntary Contributions

The eligibility of pupils to take part in Centre activities will not affected by whether or not a voluntary contribution is made.

The Head Teacher will consider suspending or cancelling any activity which cannot be funded adequately.

9. School Meals

The Centre will provide a school meal to all of those pupils who are eligible for Free School Meals. Where the Centre provides a meal from SIPS Catering it does so in good faith and for those pupils who pay for their school meal it expects the balance to be settled in good time. The school administration team will provide reminder letters detailing the balance due and suitable methods of payment. The school reserves the right to instigate recovery of any debts incurred through reasonable means or put in place a payment plan to ensure the cost can be recouped in an agreed period of time.

Remissions Policy

The Remission Policy adopted by The Primrose Centre accepts that charges may be waived or reduced, at the discretion of the Head Teacher.

Where parents/carers of a pupil are in receipt of state benefits or the pupil is entitled to Free School Meals (FSM), then subsidised places may be available. (Details to be obtained from the School.)

School Financial Protocols will be followed at all times by all staff.

The Governing Board will review this policy every 2 years.