Sandridge Primary School

Charging and Remissions Policy

The policy was reviewed and ratified by the Governing Body on 14th May 2026.
It will be reviewed every three years.

It is due for review in May 2029.

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, except for swimming lessons.

2. Swimming

The school organises swimming lessons for KS2 children in Year 4 or Year 5 (depending on size of class cohort). These take place in school time and are part of the National Curriculum. We ask parents to make a voluntary contribution to pay for the instructors, transport and the hire of the Hatfield Swim Centre for this activity. We inform parents when these lessons are to take place.

3. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip.

4. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.
There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Children in KS2 may not have to pay for these lessons if their parents are in receipt of state benefits.
For more information about the Help With Music Fees Scheme, please contact Hertfordshire Music Service (hertsmusicservice.org.uk) or the Herts County Council's general enquiry line.

We give parents information about additional music tuition at the start of each academic year.

5. Other Activities

The school may use funds from its delegated budget or PTA contributions to fund activities which broaden the curriculum offered and widen the experience of the children, e.g. visiting theatre groups, curriculum workshops. If such opportunities arise but budgetary constraints apply, the school may ask for contributions to support the activity from parents.
We offer a range of after school activities. We may ask for a small contribution towards materials used in some of these after school activities. Some of these activities are organised and run by an external company and there may be a charge.

6. Inclusion

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity, and they are treated no differently to those whose parents have made a contribution. Sometimes the school pays additional costs in order to support the visit but trips or activities which are insufficiently supported by voluntary contributions may be cancelled. Parents have a right to know how each trip is funded. The school provides this information on request.

For residential visits additional support may be available

- Sandridge Ecclesiastical Charity can be contacted and may provide funding or part funding for parents who are unable to meet the cost.

- Hertfordshire Educational Foundation provides support to parents who cannot pay for all (or part) of the board and lodging element of the visit. The grant only applies to 'exceptional circumstances' other than financial.