



Addison Gardens
Blythe Road
London W14 0DT

Addison Primary School



Charging and Remissions Policy

Approved
Summer 2025



Introduction

Addison Primary School is an inclusive school and governors are committed to minimising the chance that pupils are excluded from school activities because of cost. It is their aim that all pupils should receive equal access to curricular activities. This helps to ensure that all pupils have equal access to the broad and imaginative curriculum provided by the school.

Education during School Hours

Education as part of the National Curriculum during school hours is free. The school arranges a number of trips and visits to enhance and broaden the school curriculum. Children are taken to places of interest, museums, concerts etc. In addition, they work with visiting theatre (and other) groups in school. The governing body makes no charge for these enrichment activities but does ask for contributions towards the cost. Parents are also asked to pay for materials for practical activities in some circumstances.

Voluntary Contributions

Contributions are requested by the school in the following circumstances:

Enrichment activities taking place during the school day e.g. trips and visits out or to pay performers to come into school etc. The school invites parents to contribute to the cost of the enrichment activity. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel the activity.

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. If parents are unable to contribute the full voluntary amount, they are encouraged to contribute whatever they can towards the trip or visit. The school may pay the shortfall and meet the additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

Parents may, if they wish, pay more than the minimum voluntary contribution to help enable an activity to take place where others are unable to afford the voluntary contribution. If parents kindly wish to pay more, they should indicate the amount of their additional contribution.

From time to time, the Parent Teacher Association (PTA) may fund some additional enrichment activities. In these circumstances, a parental voluntary contribution may or may not be requested.



The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- the cost of materials used in practical lessons, when parents have indicated that they would like the finished product to be taken home or consumed in school (in the case of cookery activities).

Swimming

The school organises swimming lessons for all children during Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We will inform parents when these lessons are to take place.

Extra-Curricular Activities, Provision and After-School Clubs

Where additional clubs are offered during lunchtimes or after school a charge may be made. Charges for clubs and any other provision are made explicit at the time of offering opportunities to children. It is the Governing Body's intention that the school will make no profit from any club/sessions.

Residential Visits

If the school is in a position to organise a residential visit in school time or partly school time, which is to provide education directly related to the National Curriculum, we may make a charge to cover the costs of board, lodging and activities. We may ask for a voluntary contribution for the travel expenses.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Children identified as having a particular aptitude in music may be invited to receive individual and/or small group tuition in other selected instruments. School will ask parents to support with the cost of this provision (support may be offered to families on low incomes).

Subject to availability and to the terms and conditions of individual tutors, children are offered the opportunity to study a musical instrument with peripatetic teachers. Parents who wish their child to participate, purchase or hire the instrument and pay the additional music lesson fees on a termly basis. A list of fees is available from the school office.



These lessons may be taught individually or to small groups of children who have chosen to learn one of a variety of instruments.

The school has a small stock of some musical instruments. Subject to availability of instruments, the school will loan children an instrument wherever possible. Priority will be given to parents on Universal Credit (where the parent is not entitled to Working Tax Credit) so that no child is disadvantaged.

Childcare – Breakfast Club, School Holiday Day-Care and Playcentre After School

Fees are charged for childcare offered before school, after school, and occasionally during school holidays.

School Property - Damage and Loss

If a child damages or destroys furniture or fittings, materials, apparatus, equipment, books or any part of the fabric of the building the Governing Body reserves the right to ask parents to pay the full or part cost of repair, replacement or restoration, where this is a result of a pupil's inappropriate behaviour.

Parents will be asked to pay the replacement cost of any library book, reading book, or other learning book issued to a child that is lost or not returned to school when requested.

Parents will be asked for a deposit of £20 for the loan of musical instruments from the school. The deposit will be refunded upon the return of the musical instrument in good condition when requested. Parents may be asked to cover the full costs of a replacement instrument if they have lost or damaged a musical instrument on loan from the school.

School Documents and Curriculum Information

The Governing Body is committed to making information easily accessible to parents. Currently parents are able to read school policies and curriculum documents on the school premises, free of charge. Documents, including school policies, held on the school website are available to download free of charge. Refer to Freedom of Information Policy for further details.

Updated: Summer 2025

Next review: Summer 2027