

Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Local Governing Committee (LGC) of the School are responsible for determining the content of the policy and the Principal for implementation. Any determinations with respect to individual parents will be considered jointly by the Principal and LGC.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare/activities outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school.

Remission – where a charge is not payable, either in full or in part

Prohibition of Charges

The LGC of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;

Charges

- (a) board and lodging on residential visits (costs passed on to parents/carers and not to exceed costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) extra-curricular activities and school clubs
- (f) letting of the school premises or grounds
- (g) extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (h) charges for materials or ingredients where the pupils wish to have the finished product

Consideration is also given to:

- the proportion of the costs recovered where a charge is to be made;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear

Charges for the use of the school building /grounds

The school does not currently hire the buildings to external groups.

Remissions

At present, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;

- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £15,575 (Financial Year 08/09).
- e) Universal credit

The school will consider individual cases of hardship. However, it would be impossible to look favourably upon all cases as the school budget does not allow for this. Therefore, a donation towards the costs of a visit will be at the discretion of the Principal/Governing Body.

Parental Contribution

Parents will be requested to make a contribution for the following:

- a) educational school visits to help to cover admission charges and travel costs
- b) specialised after-school clubs that are 'bought-in' and run by a specialist coach/tutor
- c) extra music provision for small group instrumental tuition

The terms of any request made to parents will specify that the request is for a contribution and in no way represents a charge.

However, in reality a visit or tuition will not be able to take place unless sufficient funds can be found.

The costs of any optional extras undertaken by any pupil whose parents/guardians are unable to pay will not be included in the charge to other pupils but will be funded through the delegated budget or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Principal.

Lynn Davis

Principal September 2025

Date of Policy review September 2026