Charging and Remissions Policy

Low Ash Primary School

Approved by:	The Governing Body	**Date 18.11.26**
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1. Aims

Our school aims to:

- have robust, clear processes in place for charging and remissions
- clearly set out the types of activity that can be charged for and when charges will be made.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities.
- Remission: the cancellation of a charge which would normally be payable.

4. Roles and responsibilities

4.1 The governing body

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Full Governing Body.

4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

implementing the charging and remissions policy consistently

notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 Education

Admission applications.

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
- a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- religious education .

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

Entry for a prescribed public examination if the pupil has been prepared for it at the school.

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

5.2 Transport

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

Transport provided in connection with an educational visit.

5.3 Residential visits

Education provided on any visit that takes place during school hours.

Education provided on any visit that takes place outside school hours if it is part of:

- the national curriculum
- a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- religious education.

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see below).

Music and vocal tuition, in limited circumstances.

Certain early years provision.

Community facilities .

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- the national curriculum
- a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- religious education .

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education).

Board and lodging for a pupil on a residential visit.

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When calculating the cost of optional extras, an amount may be included in relation to:

any materials, books, instruments or equipment provided in connection with the optional extra

the cost of buildings and accommodation

non-teaching staff

teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

if the teaching is an essential part of the national curriculum

if the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme

for a pupil who is looked after by a local authority.

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- school trips and sports activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

In order to avoid the cancellation of educational visits the Governors reserve the right to approach local charities to request financial assistance for parents/carers who have genuine difficulty with contributions. Information will be given to all parents/carers as soon as possible so that a payment plan can be established.

8. Activities this school charges for

The school will charge for the following activities:

Breakfast club currently £4.50 per session.

After school and sports clubs varies between £3.00 and £4.50 per session. Sessions run between 3.25pm – 4.15pm. Charges are kept to a minimum and where funding allows will be subsidised by grants and or donations.

The clubs that are currently subsidised by grants are gymnastics and external football sessions.

Some other clubs that are offered throughout the year include, but are not limited to Football, Multi Skills, Dance, Martial Arts, Gymnastics, Learn to ride a bike, Choir, Woodcraft and Cooking Club.

Charges are calculated taking into account of the actual cost of staffing and external providers.

For regular activities, the charges for each activity will be determined by the senior leadership team and reviewed each term. Parents will be informed of the charges for the term for each activity.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question..

9.1 Remissions for residential visits

Children who are entitled to free school meals will be entitled to a 50% remission for residential visits.

9.2 Remissions for breakfast club

Any child who is entitled to free school meals can also attend breakfast club free of charge for half a term.

9.3 Remissions for after school clubs

Each half term the Deputy Head will offer at least one free place on each after school club for children in receipt of free school meals.

10. Monitoring arrangements

The headteacher monitors the charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by The School Business Manager every year, the policy will be approved by the governing body.

11. School Fund

The School Fund Account may be used to pay for the following:-

- a visit, visitor or event where the expense is minimal
- for certain class activities (eg, “ordinary” baking) where the cost is minimal
- to assist in the payment of a visit, visitor or event which would otherwise be cancelled
- to assist in the cost of travel for a residential visit
- to purchase equipment for the benefit of all pupils
- to assist in unforeseen circumstances where it is agreed that there is a need for assistance from this fund.

This fund is not envisaged as being a large ‘pot of gold’ but a small amount to assist in the above circumstances. It will be raised through voluntary donations, fund raising e.g. raffles and through donations from local charities and fund raising events.

Parents/carers may be requested to make a contribution towards the cost of school equipment and books that have been taken home and are subsequently lost or damaged. Similarly, parents/carers may be requested to pay if there are breakages or damage to school property or equipment through deliberate malicious behaviour by a pupil. This will depend on the individual circumstances and will be left to the discretion of the Headteacher.

Signed …… Chair of Governors