

Lockington CE VC Primary School



Charging and Remissions Policy

Date Policy Formally Agreed By Governors:	20 th April 2023
Date Policy Becomes Effective:	20 th April 2023
Review Date:	Summer Term 2026
Person Responsible for Implementation and Monitoring:	Headteacher & Admin Officer

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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

This policy is written within the context of our school's mission statement:

Our school is committed to working together to develop lively, enquiring minds and to promoting outstanding standards of achievement in a happy, safe and caring environment, based on Christian values, which encourage all to show respect and understanding of others.

It reaffirms our vision, rooted in the teachings of Jesus:

'Let your light shine before others, that they may see your good works, and glorify your Father who is in heaven' (Matthew 5:16).

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 to 462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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 board

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.

Responsibility for approving the charging and remissions policy has been delegated to the finance and general purposes committee.

Monitoring the implementation of this policy has been delegated to the finance and general purposes committee.

4.2 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

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 school 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 we **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, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **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 section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 or 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

Schools 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 which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school visits, residential visits, sports activities, additional workshops and clubs.

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.

8. Activities we charge for

For regular activities, the charges for each activity will be determined by the governing board and reviewed by the finance committee each year. Parents will be informed of the charges at the beginning of the academic year.

The school will charge for the following activities:

Non-curricular music tuition – all pupils have the opportunity to take part in music classes during school hours which incur no charge however, if a pupil wishes to have additional music lessons there will be a charge. Lessons are taught by music teachers from outside of the school and we therefore must take a charge for these lessons and in some instances, the music instrument hire. A subsidy may be available for pupils who are eligible for free school meals, see further below in the "Remissions" section. Information regarding additional music tuition will be available at the beginning of each academic year.

Residential visits – where a residential visit has been organised and will take place (mainly) out of school hours, the cost maybe subsidised by the school to ensure the trip is available to all pupils, but the remaining balance is to be met by parents/carers. This cost will include costs such as board/lodging, travel costs and costs of tickets if applicable, with the exception of those entitled to statutory remission.

School Visits (non-residential) in school time – a voluntary contribution will be sought from the parents to cover costs.

Damage to school property – where a pupil has intentionally damaged school property, the school will be entitled to charge parents for damage and loss of school property. There will be no charge for accidental damage.

Extended services – if the school runs a breakfast club or an after-school club, parents/carers will incur a charge as this is a service provided outside of school hours. The charge for this will be confirmed at the beginning of the academic year.

Uniforms – all pupils are required to wear a uniform and official school uniform items such as book bags and school jumpers, can be purchased from the school office (please see uniform policy).

Nursery – in line with the nursery policy if parents/carers are not using their 15 hours of government funding.

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

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

9.2 Remissions for school meals

From September 2014 all pupils in reception, year 1 and year 2 in state-funded schools in England should be offered a free school meal. This includes academies, free schools, pupil referral units and alternative provision as well as maintained schools.

Children at key stages 2 in state-funded schools are entitled to receive free school meals if their parents or carers are in receipt of any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Applications will be processed within 30 days of receipt and the applicant will receive a letter which will confirm the date which entitlement begins. Please note that free school meal allowance cannot be backdated

Parents/carers who have a child at a school in the control of East Riding Council can apply for free school meals at the link below:

<https://east-riding.firmstep.com/popup.aspx/RenderForm/?F.Name=Hra5op6mQte&HideToolbar=1>

10. Monitoring arrangements

The Administration/Finance Officer monitors charges and remissions, and ensures these comply with this policy.

Member of staff responsible: Headteacher

Date approved by Governing Body: 20th April 2023

Date for next full review: Summer term 2026

Signature: 

Headteacher

Date: 20th April 2023

Signature: 

Chair of Governors

Date: 20th April 2023