

St. Margaret's C.E.



St. Margaret's C of E. Primary School

Charging and Remissions Policy

Updated: October 2022
Review: 2024

St Margaret's C of E Primary School

Charging and Remissions Policy

1. 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.

2. Legislation & 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's 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. Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Body.

5. Basic Principles

The Governing Body 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;
- 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see details below);
- music and vocal tuition, in limited circumstances;
- certain early years provision;
- community facilities

6. Optional extras for which the school can apply a charge

- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of 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 body have arranged for the pupil to be provided with education);

7. Charges

The governing body may require staff to request a contribution for the following:-

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - a) travel
 - b) materials and equipment
 - c) non-teaching staff costs
 - d) entrance fees
 - e) insurance costs
- individual or group tuition in the playing of a musical instrument
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- some extra-curricular activities
- letting of the school premises or grounds
- extended school care activities such as additional non-funded nursery hours & after school clubs

8. Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. The Governing Body may invite parents to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and

broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

Examples where parents may be asked for a voluntary contribution include:

- Non-residential school Trips
- Enrichment activities e.g. external drama group

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

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.

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

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

10. 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)

11. Monitoring arrangements

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business Manager every two years.

At every review, the policy will be approved by the Senior Leadership Team.

12. Publication of Information

This policy will be posted on the school website and is available on request from the school office.