



# Stapeley Broad Lane CE Primary School

## Charging and Remissions Policy

Reviewed Dec 2023

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 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/or Governing Body.

### Prohibition of Charges

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;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- 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;
- 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 provided in connection with an educational trip.

The school welcomes voluntary contributions towards the costs of the above.

### Charges

The Governing Body reserves the right to charge for the following activities:

- (a) Board and lodging on residential visits (not to exceed the 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) Charges for materials or ingredients where the pupils wish to have the finished product
- (h) Verification of passport identity (£10 per passport from 1<sup>st</sup> January 2017)

Governors have also considered the following:

- where a charge is to be made, the charge will cover full costs;
- any remission will not extend beyond the statutory minimum;
- special consideration is to be given to hardship cases not contained within the exemptions. This is to be determined by the headteacher;
- the headteacher will determine the arrangements for education where the parents fail to pay the charge being levied by the school;
- the headteacher will determine 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

### **Remissions**

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:

- Income Support

- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit

### **Voluntary Contributions**

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

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

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