



Roundhay St John's CE Primary School

Charging & Remissions Policy

DATE: March 2026

REVIEW: March 2027

Headteacher: Lesley Briggs

Chair of Governors: Julia Thompson

Date: spring 2026

Review: spring 2027

Roundhay St. John's Church of England Primary School

CHARGING AND REMISSIONS POLICY

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Local Academy Council (LAC) of the school is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and the LAC.

The Governing Body of the School recognise that 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 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit 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 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made 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;
 - o Travel
 - o Materials and equipment
 - o Non-teaching staff costs
 - o Entrance fees
 - o Insurance costs

- Vocal and musical instrument tuition which goes beyond the parameters of the National Curriculum.
- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)

Remission

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 Job Seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190 provided they are not receiving Working Tax Credit
- The 'Guarantee' element of the State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

- a) School trips to enrich the curriculum of the school
- b) In school enrichment activities when additional charges are incurred e.g. visiting theatre group

The terms of any request made to parents will specify that it is 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
- 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 responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to help the school over the cost of additional activities to enrich the curriculum whether on or off the premises

School Meals

The Local Academy Council will determine and publish annually the price to be charged for school meals.