# St. Andrew's CE Primary School

## Charging and Remissions Policy

| | |
|---|---|
| **Approved by:** | FGB |
| **Last reviewed on:** | May 2025<br>Resource and Finance Committee |
| **Next review due by:** | Spring 2026<br>Resource and Finance Committee |

## 1. Key principles

St Andrew's charging and remissions policy is informed by its commitments to ensuring equality and inclusion for all members of the school community. It takes into account poverty-proofing recommendations in order to ensure all pupils can access what the school has to offer.

## 2. Admissions

There is no charge for admissions.

## 3. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged as per the pricing set by Brighton and Hove City Council. Please check on the link below for the current cost:

*https://www.brighton-hove.gov.uk/content/children-and-education/schools/school-meals*

All eligible families are encouraged to apply for Free School Meals. If you would like to apply for free school meals you can do so on the link below:

*https://www.brighton-hove.gov.uk/content/children-and-education/schools/applying-online-free-school-meals*

## 4. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

## 5. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no compulsory charge for activities during school hours with the exception of music tuition **(section 9)**. There is also no compulsory charge for transport during school hours to school-organised activities.

**We may charge for:**

- books and materials that the parent/carers wishes the child to keep (the cost will be made clear to the parent/carer before charge)
- optional extras **(section 6)**
- music or vocal tuition **(section 9).**

## 6. Activities that take place outside of school hours (non-residential)

There is no compulsory charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

### Optional extras

The school will charge for optional extras. Optional extras are:

- 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
  - 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 that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.

### The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parent/carer are unwilling or unable to pay the full charge **(section 12)**.

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
- 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

  Participation in any optional extra activity will be on the basis of parent/carer choice and a willingness to pay the charges. The school will need to have the agreement of parent/carer before organising the provision of an optional extra where charges will be made.

## 7. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4.**

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5.**

## 8. Residential activities

### Our school will not set a compulsory charge for:

- 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, 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 visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

### Our school will charge for:

**Board and lodging**
when any visit has been organised by the school where there may be a cost for board and lodging, parent/carer will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

**Travel**
Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

**Activities**
The school may charge for residential activities that fall **outside** of school hours **(see section 5)**.

## 9. Music tuition within school hours

St Andrew's follows government legislation that states that all education provided during school hours must be free; however, music instrumental lessons are an exception to this rule.

Individual tutors or the Brighton and Hove Music Service charge for teaching requested by parent/carer and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

## 10. Extended services

St Andrew's is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- Before School Care
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parent/carer support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent/carer will be asked to subsidise others.

## 11. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a pupil or parent/carer the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## 12. Remissions and concessions

The school will give consideration to the remission of charges to parent/carer who receive the following support payments:

- 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)
- Children in receipt of Pupil Premium/Pupil Premium+

Children of families who receive these payments are also entitled to free school meals. Parent/carer who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

## 13. Voluntary contributions

St Andrew's may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parent/carer by the school. If the activity is cancelled all monies paid will be returned to parent/carer.

There is no obligation for a parent/carer to make any contribution and the school will in no way pressure parent/carer to make a contribution.

## 14. Inability or unwillingness to pay

St Andrew's is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parent/carer of that child are unwilling or unable to pay. If there is an insufficient overall level of contributions for an activity, then it may be cancelled.

The identity of the child or parent/carer of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

---