

St Mary's C of E Primary

Name of Policy: Charging and Remissions Policy

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Adopted following governor approval: April 2024

Reviewed: October 2025

March 2026

Review Date: March 2027

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment. Please report any safeguarding or child protection concerns to the designated teachers for Child Protection:

Mrs Benson, Mr Feather, Mr Butterwick & Miss Clayton

The Governors and Staff of St Mary's CE Primary School are committed to educating the children spiritually, academically, emotionally and physically within a distinctive Christian ethos.

“Together we nurture and inspire so that everyone can flourish”

“The kingdom of heaven is like a mustard seed, which a man took and planted in his field. ³² Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.”

The parable of the mustard seed. Matthew 13:31-32

Love, respect and moral understanding lie at the heart of the ethos of St Mary's Church of England Primary School. We see our learners as the future custodians of God's world. We aim to nurture and encourage happy individuals who are socially engaged and curious about life within and beyond their own community. We value and encourage difference and diversity. St Mary's is a nurturing, safe place for children to question, to learn to love and respect other people and to discover their place in the world. We have traditional values, rooted in the Christian faith, as well as global, 21st Century aspirations for all our pupils.

St Mary's is part of the Wharfe Valley Learning Partnership, a collaborative of schools in Wetherby and Boston Spa, where the vision for all children is to be respectful, globally aware and compassionate as well as ambitious, resilient and engaged in their learning.

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 Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents/carers will be considered jointly by the Headteacher and Governing Body.

Equality & Inclusion

St Mary's CofE Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- Participate fully in school curriculum.
- Contribute to all aspects of school life.

Charges cannot be made for

The Governing Body of the School recognise that legislation prohibits charges for the following;

- Education provided during school hours is provided free of charge (including the supply of any standard 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this 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

- 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 Supply teachers engaged purely for optional extras
 - o Entrance fees
 - o Insurance costs
- Vocal and musical instrument tuition (Direct billing with Artforms)
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Extended day services offered to pupils (such as breakfast clubs and after-school clubs).
- Any extended school activity
- Damage/vandalism/loss to, and of, school property.
- Damage to property belonging to third parties when off school premises, caused by pupils.
- Damage to third party premises or property kept or maintained on the St Mary's School site by parents, pupils.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).
- A charge of £10 for up to 30 minutes can be charged for children who are not collected within 15 minutes of the end of the school day or after school activity, and a further £10 for each 30 minute period the child is not collected.

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 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)

Voluntary Contributions

When organising school trips, visitors or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. Parents will be invited to make a contribution for the following:

- Entrance Fees for visits/trips during the school day.
- Transport costs for visits/trips during the school day.
- Workshop activities which enrich the curriculum.
- A visitor or educational experience in school.

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/carers:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay.
- Pupils will not be treated differently according to whether or not their parents have made any contributions in response to the request.
- The trip/visitor/workshop etc. may not go ahead as planned if insufficient voluntary contributions are received.
- That there is no provision for refunds when the school is committed to non-refundable deposits and payments.

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

Voluntary contributions will be used to:

- Supplement the cost of the visits
- Supplement the cost of curriculum enrichment activities within school.

However, school may review whether trips or events can go ahead if they are not able to cover the costs.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals. All children from Reception to Year 2 will receive a free school meal.

DfE Guidance

<https://www.gov.uk/government/publications/charging-for-school-activities>