



Lynneham Primary School

Charging and Remissions Policy

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Governor responsible	K Norris
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Frequency of policy review	Every 2 years
Date next review due	September 2026

Document Version Control

Issue Number	Issue Date	Summary of changes
1	Feb 2010	Bi-annual review
2	Feb 2012	Bi-annual review
3	Feb 2014	Bi-annual review
4	Nov 2016	Bi-annual review
5	Nov 2018	Bi-annual review
6	Nov 2021	Bi-annual review
7	Sept 2024	Review

Charging Policy

1. Introduction

Section 110 of the Education Reform Act 1988 confirms the principle that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, or school trips and visits where a voluntary contribution is requested.

2. Optional extras

Where education is provided for registered pupils outside school hours and is not required specifically to fulfil statutory duties relating to the national curriculum or religious education, such education is defined by Section 109 of the Act as an “optional extra” and charges may be made. (Where an activity takes place partly during and partly outside school hours, it will be deemed to take place wholly during or wholly outside school hours in accordance with the provision of Section 107 of the Act).

Any charges made may not exceed the cost of the optional extra, and may include an appropriate element for:

- a pupil’s travel costs
- a pupil’s board and lodging costs
- materials, books, instruments or other equipment
- entrance fees to museums, castles, theatres etc
- insurance costs
- non-teaching staff costs
- teaching staff costs, including the cost of travel and board and lodging, where a teacher/instructor has been engaged specifically for the purpose of providing the activity. (The cost of any teachers employed by the LA at the school under a contract of employment may not be included).

In all instances where a school activity involves pupils in nights away from home, a charge will be levied to meet the cost of board and lodging, except in those cases where the remissions policy is applicable.

2. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip.

Parents will be informed if insufficient contributions are made. In this case the activity would be cancelled.

If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we always allow the child to participate fully in the trip or activity.

Sometimes the school pays additional costs in order to support the visit (see Remissions). Parents have a right to know how each trip is funded. The school provides this information on request.

3. Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher or School Business Manager.

4. Swimming

The school may decide to organise swimming lessons. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of this activity as funding received does not cover this. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. Children will still be fully included in swimming lessons, whether or not any voluntary payment is received.

5. Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials. For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

6. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

7. Payment for the Distribution of information materials

When a commercial organisation, eg keep fit club, children's club etc. ask us to send out leaflets to children/parents we request a £10 donation towards school funds (after checking the leaflet is in keeping with school values etc). They must also supply the leaflets. This covers our administration time costs and is fair as they are getting very cheap widespread distribution.

Likewise if a commercial organisation wants to advertise in the newsletter a charge of £20 is levied. Charities and non-profit making organisations, events and services are free (after checking the leaflet is in keeping with school values etc).

Newsletter sponsorship will be looked at by the Governing body upon request.

8. Lettings

Organisations or persons wishing to use the school premises will be charged a lettings fee based on the minimum rates recommended by the LA to ensure that the letting is not subsidised from the school budget. Lettings fees will also take into account other local facilities and prices to ensure that the school generates the maximum income from lettings. Lettings fees are agreed in advance with the hirer in writing and an invoice issued.

8. Handling of funds

Funds collected for school-organised activities will be handled within the school's finance systems, with all monies collected being carefully recorded and accounted for. Money for activities run by outside providers must go directly to their employee.

9. Charity Donations

If the school receives funds from charities to help fund extra activities, the funds will be used appropriately as the charity would wish.

10. Additional Payment terms

Once parents have agreed to fund a chargeable activity, payment will be expected by the deadline given so that costs do not fall on the school's budget.

More expensive payments may be made in instalments on application to the Headteacher or School Business Manager.

II. Monitoring arrangements

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

This policy will be reviewed by the Headteacher every 2 years.

At every review, the policy will be approved by the Governing Board.

Remissions Policy

Optional Extras

The school will give consideration to subsidising optional extra activities and may fully or partially remit charges on behalf of pupils whose parents in financial distress (where this is known) or pupils in receipt of Pupil Premium Grant. This is often done through working with welfare agencies, or using donations from local charities. Each case will be decided by Governors on its own merit and according to the availability of funding.

Voluntary Contributions

The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of the school to cover the costs of any school activity.

When making a request or invitation for voluntary contributions it must be made clear that there is no obligation to contribute and that registered pupils at the school will not be treated differently according to whether or not their parents or guardians have made any contribution.

Activities arranged by a third party

None of the provisions in this policy will apply in those instances where a third party makes a direct charge on parents in return for extra curricula services. For example after school soccer or sport lessons. This is in accordance with the terms of Section 118 (4) of the Education Reform Act 1988.