

# Sharp Lane Primary School

## Charging & Remissions Policy



<b>Agreed by Governing Board</b>	May 2024
<b>Review date</b>	May 2027
<b>Responsible for this policy</b>	Rebecca White

## **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.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

## **Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

## **Overview**

The education we provide wholly or mainly during school hours will be free but, on some occasions, a voluntary contribution towards the cost of an activity may be requested by school. Parents are free to decide whether or not to contribute, but if insufficient contributions are not received the school may not be able to subsidise the activity and it would therefore not be able to go ahead.

The Governing Board has delegated responsibility for approving this policy to Resources Committee and the Headteacher, who is responsible for its implementation. The Governing Board retains responsibility for monitoring its implementation.

## **Charges cannot be made for the following:**

The Governing Board recognises that legislation prohibits charges for the following;

1. 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.
2. 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.
3. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
4. Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport.
5. Transporting registered pupils to other premises where the Governing Board or Local Authority has arranged for pupils to be educated.
6. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.

## **Charges may be made for the following:**

1. Board and lodging on residential visits (not to exceed the costs).
2. The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;

- Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Supply teachers engaged purely for optional extras
  - Entrance fees
  - Insurance costs
3. Where music tuition or singing tuition is not an essential part of the National Curriculum, charges may be made.
  4. Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
  5. Damage/vandalism/loss to and of school property.
  6. Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).
  7. Extra Curricular Activities.
  8. Out of School Club Childcare – details can be found in the OOSC charges document.
  9. Lettings – School Lettings Service should be contacted to arrange this after consultation with the school business manager.
  10. Publication/documentation requests. Most publications and documents are available on the Website for persons to view or download and print themselves. If requests for any copies of publications and documents (including those not showing on the Website) are received by the school a charge may be made. Any charges made will be the actual costs incurred by the school for producing and posting out the requested publication/documentation.

## **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;

- 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)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16190 for 2013-2014 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance

## **Voluntary Contributions**

The school may ask for voluntary contributions from parents to fund activities or provision during school hours which would not otherwise be possible.

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

- a) Trips/visits held in school time, proportionate cost per child.

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
- c) that if insufficient donations are received by the school from parents, a decision may have to be taken by the Headteacher to cancel the trip/visit

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

### **School Meals**

The Governing Board will determine and publish annually the price to be charged for school meals.