



Althorpe and Keadby Primary School Charging and Concessions Policy

Althorpe and Keadby Primary School

Charging and Remissions Policy

Approved by: Senior Leadership Team & Governing Board

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1. Introduction

This policy has been written in accordance with:

- Education Act 1996, Sections 449–462 (Charging and Remissions)
- DfE Statutory Guidance: Charging for School Activities (2018, current)
- Working Together to Safeguard Children (2023)
- North Lincolnshire Safeguarding Children Partnership (NLSCP) procedures

The aim of this policy is to clearly explain what the school may charge for, when remissions apply, and how voluntary contributions are used.

2. Aim

The purpose of this policy is to:

- Set out what charges may be made for school and extended activities.
- Identify when remissions must be applied.
- Clarify expectations around voluntary contributions.
- Ensure the school complies fully with statutory guidance.

Sections 7–9 cover activities within or mainly within school hours.

Section 10 outlines charges relating to extended provision.

3. Definition of Extended Provision

Extended use of school premises is when schools open up their school facilities either before, during or after the school day as well as during school holidays for educational, community or commercial use.

Education use is defined as any activity directly related to the curriculum.

Community use is defined as facilities and services that benefit families and the community as well as pupils.

Commercial use is defined as school facilities being let to external organisations/groups on a profit basis.

4. Responsibilities

The governing body of Althorpe and Keadby Primary School is responsible for determining the content of the policy and the head teacher for its implementation. Any decisions with respect to individual parents will be considered by the head teacher.

The governing body should make all users aware of local safeguarding procedures, especially when the school is being let during the normal school day.

The governing body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

5. Prohibition of Charges

In line with DfE guidance, the school cannot charge for:

- - education provided wholly or mainly 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 re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Educational trips mainly in school hours
- education provided on any trip that takes place wholly or mainly 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 authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated:
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- transport provided in connection with an educational trip that is wholly or mainly in school hours.

6. Publication of Information

This policy is on the school website and paper copies are available on request from the school office.

7. Charges for Curricular Activities

Althorpe and Keadby Primary School does charge for;

- (a) board and lodging on residential visits (not to exceed the costs incurred)
- (b) the proportionate costs for an individual child taking part in activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) staffing costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) breakages and replacements because of damages caused wilfully or negligently by pupils

8. Concessions

Where the trip takes place wholly or mainly during school hours, children will, in addition to having a free school lunch entitlement, also be entitled to concession of these charges if their parents are in receipt of any of the following support payments:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related ESA
- Support under the Immigration and Asylum Act 1999
- Child Tax Credit (without Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit (meeting income

A similar entitlement to concessions applies where the trip takes place outside of school hours, but it is necessary as part of the national curriculum, or the syllabus for religious education.

In respect of (d) above, the amount considered will be revised periodically in line with changes to the amount published by the DCSF.

9. Voluntary Contributions

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

- a) Trips during the school day
- b) Towards the cost of snack and consumables in the Early Years and KS1 classes
- c) Y6 camp

The terms of any request made to parents will specify that the request is for 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; and
- b) that registered pupils at the school will not be treated differently according to whether their parents have made any contribution in response to the request.

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

Voluntary contributions will be used to:

- To support the costs of the trip
- To support the buying of the 'healthy snacks and extras not otherwise covered by school budgets.

10. Charges for Extended Activities

- a. Charges are made for optional, extra activities provided outside of the school day, for example e.g. theatre visits and rock climbing
- b. Charges are also made for extended activities provided in or around the school by, or on behalf of the governing body. These fall under the following three broad categories:

Educational activities: Activities organised or commissioned by schools for the benefit of their own pupils such as study support and other enrichment activities (e.g. individual music tuition)

Non-educational activities: holiday club run by the school for the school community.

Community programmes: Activities organised for the benefit of the wider community, often run with or by external groups (e.g. pre-school childcare, sport, performing arts, adult education).

- b. Charges are made for renting or leasing part of the school premises or use of school equipment.

A schedule of charges for individual activities currently provided on or around the school site is available on request.

The governing body has decided that charges will be reduced for some activities in the following circumstances:

- Pupils attending the school
- Activities/groups that benefit the people of Keadby, Althorpe and Amcotts

The school's published schedule of charges identifies the activities to which reduced rates of charging apply.

Appendix 1 demonstrates the current activities offered by Althorpe and Keadby Primary School under the core offer for extended provision.

In implementing this policy, the school and governing body should have due regard to the correct recording of income and expenditure against the delegated budget or against community focused extended school codes in accordance with the Consistent Finance Reporting (CFR) guidance issued by the local authority to schools in September 2007 (**Appendix 2**).

Appendix 3 of the document provides further guidance for charges for community use of school facilities and premises.

Appendix 4 is a flowchart for the use of school premises by external organisations.

Appendix 5 contains guidance on the calculation of base-line premise costs.