

Linden Primary School

Charging and Remissions Policy



Status

Statutory X

Recommended

Good Practice

Purpose

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

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 maintained schools in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Consultation

Governors

Links with other policies

Finance Policy

Monitoring and Evaluation

Annually

Every 3 years X

Other _____

Headteacher X

Governing Body

Other _____

Dates

Original Implementation November 2014 Reviewed September 2023 Next review September 2026

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the LA. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents. The school firmly endorses this principle and is committed to upholding the legal requirements. Information regarding hours is to be found in the school prospectus. All three and four year old children are now entitled to 2½ hours free education per day.

The governing body:

- may not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups of up to four
- must draw up a charging policy which meets the requirements of the law
- may invite parents and others to make voluntary contributions towards any part of the school's work
- may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras
- may charge for board and lodgings on residential courses.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole, or part, from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances - provided that the school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing body of Linden Primary School has decided that until further notice its policy will be as follows:

1. Day Visits

For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time parents will be charged for all allowable costs. Charges may be waived or reduced for children whose parents make an application in writing to the Headteacher.

2. Residential Visits During School Time

The school will invite voluntary contributions from parents to meet cost other than children's board and lodgings. Parents will be charged for the full cost of children's board and lodgings. Charges may be waived or reduced for children whose parents have financial difficulty or are entitled to Pupil Premium, on application to the Headteacher.

3. Residential Visits Outside School Time

Parents will be charged for the full cost of the visit, including all allowable costs, board and lodgings. Charges may be waived or reduced for children whose parents make an application to the Headteacher

Allowable costs include:

- a) The pupils travel and subsistence costs.
- b) Materials, books, instruments and other equipment.
- c) Non-teaching staff.
- d) Costs for teaching staff where separately engaged under a contract for services for the visit or activity.
- e) Entrance fees to museums, castles, theatres, etc.
- f) Insurance costs.

4. Any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education

As for 2. Above.

5. Tuition

Any tuition provided during school hours has the cost based on the number of children under tuition. A charge is made for the hire of the musical instruments used in individual (or small group) tuition. Charges may be waived or reduced for children whose parents make an application in writing to the Headteacher.

6. Classroom Materials

No charge will be made for materials or equipment. However for certain practical activities (Technology, Cookery etc.) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost required to cover the supply of necessary materials.

7. The governors of the school are required to keep their policy under review. The review will take place annually at the governors' summer term meeting.

8. Swimming

Children in specified year groups have the opportunity to swim at Holmleigh Park during each academic year. For this parents are asked to make a voluntary contribution towards the lessons. A letter is sent out giving details of the cost.

9. Residential Visits

For residential visits deemed to take place within school hours or required for examination or National Curriculum purposes, the same principles will apply as for day visits during school time except that the initial letter to parents should make a distinction between the obligatory charge for board and lodgings and the voluntary contribution towards other costs. Where the residential visit is deemed to take place outside school hours and has no examination or National Curriculum requirement. The school can make a straight forward enquiry about the number of parents prepared to meet obligatory charge for the cost of the visit (i.e. board and lodgings and allowable costs).

Letters to parents giving details of proposed trips or activities will include the following paragraph:

It will not be possible for the school to meet the cost of the trip without using funds required for our basic educational needs such as books and other classroom materials. Before we decide whether or not to make definite arrangements we shall need to know how many of our parents are willing to make the voluntary contribution of £ for the cost of the day visit. We must stress that any financial contribution would be entirely voluntary and that your child would not be denied a place on the visit just because you decline to make a voluntary payment. However, the school will not be able to proceed with this visit unless sufficient voluntary contributions are received.