



# Charging and Remissions Policy

The Governing Body of Elvington CE Primary School endeavours to write and adopt policies that are fully inclusive for all children / staff / parents / carers / Governors and members of the wider community.

Policy approved by Governors:	September 2023
Signature of Chair of Governors:	
Date for renewal:	September 2024





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## **1.0 AIMS OF THE POLICY**

**Elvington Church of England Primary School** believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independently of their parents/carers financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of the opportunities.

## **2.0 BACKGROUND TO THE POLICY**

### **Legal framework**

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

Complaints Procedures Policy  
Debt Recovery Policy  
Freedom of Information Policy  
Freedom of Information Publication Scheme  
The school's Scheme of Delegation  
Finance Policy

## **3.0 ITEMS FOR WHICH NO CHARGES WILL BE MADE**

- 3.1.** Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 3.2.** 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.
- 3.3.** Musical instrument or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.
- 3.4.** Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- 3.5.** Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- 3.6.** Transporting registered pupils



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- to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- to other premises where the governing body or local education authority has arranged for pupils to be educated;
- to enable them to meet an examination requirement when they have been prepared for that examination at the school; and
- in connection with an educational visit (but may request a voluntary contribution).

### **4.0 ITEMS FOR WHICH CHARGES WILL BE MADE**

#### **4.1 Within School Hours**

##### **4.1.1 Educational visits and activities – voluntary contributions**

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent/carer to make a voluntary contribution towards the cost of the visit or activity. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting activities.

All requests to parents for voluntary contributions must make it clear that the contributions would be voluntary, and parents/carers are under no obligation to make any contribution. If insufficient voluntary contributions are received, however, the visit or activity may have to be cancelled and this will be made clear at the outset. When a visit or activity does go ahead it may include pupils whose parents/carers have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others.

##### **4.1.2 Swimming**

The costs of providing swimming tuition in the local public pools, including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. Although the school will provide some funds to support this activity to ensure all pupils' educational requirements for swimming will be met it will be necessary to request voluntary contributions to offset the balance of costs.

##### **4.1.3 Music**

All pupils study music as part of the normal school curriculum for which no charge is made. In addition, several music groups run during the school day, at lunchtime or after school for which no charge is made (e.g. recorder groups, Choir). The governors do, however, reserve the right to charge for these activities as "optional extras" if they occur outside school hours and are not part of the National Curriculum or the Key Stage 2 Instrumental and Vocal Tuition Programme. No charge may be made in respect of a pupil who is looked after



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by a local authority (within the meaning of section 22(1) of the Children Act 1989).

Peripatetic music teachers teach individual or group lessons for which a charge is made. There is some remission of fees for those families in receipt of certain state benefits. Information about additional music tuition is available from the school office. **Information about additional music tuition is available from the school office.**

## **4.1.4 Craft / Technology Activities**

All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. The governing body reserves the right to charge for ingredients and materials at cost when they are not provided by the parents/carers.

## **4.1.5 Early Years Provision**

A charge will be made to cover the cost of providing Early Years Education in excess of the hours funded by the Local Authority. As this is deemed to be an optional extra, the parents/carers agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places Governors will have regard to the guidance provided by the Local Authority.

## **4.2 Not Within School Hours**

### **4.2.1 Residential Visits**

Charges will be made for the cost of the visit (Board and lodging, travel costs, entrance fees etc). Families are invited to pay in instalments over several months or in one single payment. Any parent/carer who refuses or is unable to meet the charge should not expect their child to be included. Any parent/carer unable to meet the cost is invited to apply for a remission, please refer to section 6.

### **4.2.2 Optional Extras**

Charges may be made for some activities known as "Optional Extras". These may include-

- extra-curricular activities that are not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for or part of religious education
- any equipment and/or staffing in relation to extra-curricular activities



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- extended day services offered to pupils (for example breakfast club).

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It will not, therefore, include an element of subsidy for any other pupil. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

## 4.3 Other Charges

### 4.3.1 Additional Text Books and Study Materials

From time to time recommendations may be made regarding additional text books, equipment and study materials which could enhance a pupil's learning. In these circumstances it is the parent/carer's choice to purchase and therefore the charge will be met in full by the parent/carer. Any such charge will be equal to the cost price of the item concerned to the school.

### 4.3.2 Lost or damaged items of School Property

Parents/carers may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

### 4.3.3 School Uniform

**Elvington Church of England Primary School** uses a clothing supplier who provides quality school wear at affordable prices. The STAR barn is also available to support families with the cost of uniform.

### School Meals

Parents/carers whose child takes a school lunch must pay the relevant cost stated by the schools catering supplier. All pupils in reception, year 1 and year 2 qualify for a free school meal (UFSM). Older pupils may also be eligible for free school meals. Application forms are available from the school office.

### Public Examinations

A charge will be made for examination entry fee/s if the registered pupil has not been prepared for examination at the school, or fails, without good reason, to complete the requirements of any examination for which the school has already paid or agreed to pay the entry fee.



## **5.0 HIRE OF SCHOOL PREMISES**

Governors wish to encourage community use of the school's facilities when they are not required for school use. Details of the facilities available, the Terms and Conditions of Hire and the scale of Charges may be found in the school's Hire of Facilities (Lettings) policy.

## **6.0 REMISSIONS**

**6.1** We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

**6.2** Parents in receipt of any of the following benefits may request assistance with the costs of activities:

Universal Credit – for applications made on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive). This benefit is replacing Income Support, Income-based jobseekers Allowance, & Income-related Employment and Support Allowance.

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 Credit element of State Pension Credit

Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190

Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Headteacher may use their discretion to remit charges in part or in full.

If a parent/carers wishes to apply for a remission of charge a form is available from the school office. Authorisation for such remission will be made by the Headteacher and/or a nominated Governor.

The decision of the Headteacher and/or nominated Governor will be final.



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## Appendix 1 – Model Application Form for the Remission of Charges

**Insert full name of School**

**APPLICATION FORM FOR REMISSION OF  
CHARGE**

**insert full address of school**

**Insert telephone number of school**

To apply for a remission of a charge a parent/carers should complete this form with the following information.

Family name of Parent/Carer		Mr/Mrs/Miss/Ms/Dr/	
Forename/s		Relationship to pupil	
Full Postal Address			
Postcode		Phone No.	
		Mobile No.	

Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity		Date of Activity	
Please state the reason(s) why you are requesting remission:			





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I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant .....

Date .....

4. Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		