



Elkesley Primary and Nursery
School

Charges and Remissions Policy

Compiled by	Mr C Marsh	November 2023
Agreed by	Staff	
Approved by	Governors	
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Introduction

The Headteacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

The DfE regularly publishes advice for schools in England that aims to help governing bodies, school leaders, school staff and local authorities determine their policies on charging and remission for school activities and school visits.

We aim:

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

A guidance document, which details the DfE's current advice and provides examples of frequently asked questions, can be accessed via: [Charging for School Activities](#).

The responsibility for charging for school activities, for which charges are permitted, rests with each individual school governing body however guidance regarding [Charging for School Activities](#) from the DfE clearly states that:

School governing bodies and local authorities, cannot charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is

provided at the request of the pupil's parent;

- 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.

Schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- certain early years provision;
- community facilities.

Optional extras for which the school can apply a charge:

At Elkesley Primary and Nursery School it is the decision of the Governing Body that in calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils **will not exceed** the actual cost of providing the optional extra activity and will be divided equally by the number of pupils participating. In calculating this cost the school **will not include** an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges.

Activities for which the Governing Body will apply a charge

Residential Visits

If the school organises a residential visit in school time, Charges may be made at the discretion of the County Council for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge aside from optional extras offered as part of the residential visit.

Transport

With regard to providing transport, Elkesley Primary School will not make a charge for:

- transporting registered pupils to or from the school premises, where the local education 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 e.g. school swimming;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; transport provided in connection with an educational visit.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

Activities held outside school hours.

The school will endeavour to provide a range of such activities from time to time. These are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfill any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfill statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras - as such and charges cannot be made. Parents will be notified in advance of any 'optional extras' that the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate.

Wraparound Care including Breakfast and Afterschool Clubs

The school will charge parents for the breakfast club and afterschool club provision which operates out of school hours, and the scale of charges will be approved by the governing body on an annual basis in the summer term and published on the school's website. The Governing Body will ensure that the provision will be provided without the need to use funds from the schools delegated budget and will therefore make a charge for:

- the cost of buildings and accommodation (including the preparation and serving of food)
- staff engaged under contracts to work at the breakfast club
- any materials, books, instruments, or equipment provided

Participation in the wraparound provision will be on the basis of parental choice and a willingness to meet the charges.

Materials and Ingredients

A charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product e.g. home economics or DT.

Breakages and Damage to School Property

The school reserves the right to seek reparation from parents where their children cause breakages or damage to school property as a result of their behaviour.

Extra-Curricular Activities run by External Providers

External providers will set their own charges however where a member of staff is working outside their normal contracted hours a charge may be made. The charges will be approved by the Governing body.

Voluntary Contributions

There is currently nothing in legislation which prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities.

Voluntary contributions at Elkesley Primary and Nursery School are requested for activities such as day visits, aspects of a residential visits, and for visitors/providers who provide a service which takes place during or outside normal school hours. Parents/Carers will be asked to contribute towards these activities and others which may not fulfil a statutory duty relating to the National Curriculum or religious education ie those which are educationally desirable but not essential to fulfil National Curriculum requirements.

At Elkesley Primary and Nursery School it will be made very clear from the outset if the planned activity cannot be funded without voluntary contributions. Any suggested voluntary contribution will not exceed the actual cost of providing the activity and will be divided equally by the number of pupils participating in the activity. It is the policy of the school that it will detail what the voluntary contribution is being made for and make it clear that there is no obligation to make any contribution. In arranging activities for which voluntary contributions are sought, the school always bears in mind whether the requested

contribution is reasonable and within the scope of the majority of parents of pupils at the school.

Under the system of voluntary contribution, no child at Elkesley Primary and Nursery School will be excluded from an activity simply because his or her parents are unwilling or unable to pay. However, it will also be made clear from the outset that if insufficient voluntary contributions are raised to fund a visit or experience, or the school cannot fund it from some other source, then it will be cancelled.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity:

- 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 element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- 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).

The Governors recognise the value that extra curricula activities have for all children. If lack of finance prevents your child attending an event parents are encouraged to speak in confidence to school staff to discuss the possibility of support.

Scale of Charges

These will be reviewed and approved on an annual basis by the Governing body.