



FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

POLICY FOR CHARGING AND REMISSION

Date of Policy Issue	Reviewed 19/11/21
Previous Policy Issue	November 2024
Review Schedule	3 years
Next Review Date	November 2027
Name of Responsible Manager / Headteacher	Veronica Stoodley
Changes:	Spelling and grammar errors.
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1. Aims

At Four Marks Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

Therefore this we aim 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

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

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

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee. In our school, monitoring the implementation of this policy has been delegated to the Resources Committee

4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies⁴

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

In accordance to the guidelines Four Marks Primary School will not charge for:

5.1

- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time. However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity. This includes instrumental tuition for individual pupils or pupils in small groups.
- Admission applications
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- School meals for pupils registered for Free School Meals

5.2 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - o The national curriculum
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - o Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

5.3 Swimming

The school organises swimming lessons for children in Year 3 & 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. However, we may ask for a voluntary contribution towards transport costs.

5.4 Sports Coaching

All children have games lessons e.g. football, netball, hockey, as part of the school curriculum. We also run clubs for pupils which may include football, netball, gymnastics, rounders and athletics. A member of staff, or volunteers, run these clubs either during school time or after school, however, no charge is made for these activities.

6. Where charges can be made

Below we set out what Four Marks Primary School can charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see below)

- Music, drama and vocal tuition if this at the request of the parent. This will include payment for examination entry if the pupil is prepared for them as part of the tuition.
- Community facilities (please see separate Letting Policy)

6.2 Optional extras

Breakfast Club

The school provides a Breakfast Club outside of school hours. A charge is made for this service based on individual requirements. Please see our school website for current costs.

After School Club

ASPIRE is our Ofsted registered after school club provider. The company makes a charge for the service based on individual requirements. Please see their website for current costs.

Clubs

We have many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are usually run by individuals or organisations and are charged for.

Clubs that occur during school hours are not charged for. Parents may be asked to contribute to costs of resources. These might include (but are not limited to):

- ingredients for food technology club
- music or performance licenses
- Entry fees to competitions that are optional and take place out of school hours
- Transport to competitions and events that are optional and take place outside of school hours.

Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term.

6.3 Residential visits

We can charge for board and lodging on residential visits, but the charge will not exceed the actual cost.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.4 Damaged or Lost School Property

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- Visits from professionals including authors, performers, activity days and workshops as part of trips.

No child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it may be cancelled. The school will make parents aware of a possible cancellation in the information sent to parents.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. At times the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides information on request. (No individual circumstances are disclosed).

8. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

9. Monitoring arrangements

The School Finance Officer monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed every 3 years by the Resources Committee.