



Sleights Church of England  
(Voluntary Controlled) Primary School

# Charging and Remissions Policy

October 2024

*Working together to be happy; to flourish; to succeed*  
through our Christian values  
**perseverance, respect and trust.**

This policy intends to outline the policy and procedure for Charging and Remissions at Sleights Church of England (Voluntary Controlled) Primary School. This is a statutory policy and sets out the School's position on charges, remissions and lettings.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in "A Guide to the Law for School Governors" (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis by the School's Finance Committee and will be adjusted in line with new Government or Local Authority recommendations.

If a school chooses to apply a charge for a particular activity then it should make information available to parents as to how the charge has been calculated as well as details of support for those on low incomes or in receipt of specific benefits.

### Activities Schools CANNOT Charge For

The following list of activities cannot be charged for by school governing bodies and local authorities:

- an admission application to any state funded school (paragraph 1.9(n) of the School Admission Code 2014 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; sports activities such as swimming lessons and professional coaching; author visits);
- 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

### Activities Schools CAN Charge For

Schools and local authorities can charge for the following:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them, i.e. a charge can be made to cover the cost of materials or ingredients required for design or food technology subjects where parents have indicated in advance that they would like their child to bring home the finished product;
- Optional extras (see section below);
- Music and vocal tuition, in limited circumstances (see section below);
- Certain early years provision; and
- Community facilities.

### Voluntary Contributions and Responsibilities of Staff

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the School or any School activities and the School will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Headteacher will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead. Staff organising visits should make this clear to parents. Staff organising a trip will make it clear to parents at the outset what their policy for allocating places on the visit will be.

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as 'optional extras'. Parents may be asked to meet the full cost of these

activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be quite high. It is intended that School-based extra curricular activities should be free or very low cost. The School will do its best to offer assistance or remission of charges in any case where there is hardship.

For activities during normal School hours and/or within the National Curriculum, parents may be asked to make a voluntary contribution to cover the cost of the activity to enable it to go ahead. Each year, such visits are likely to include visits to museums, attractions, pantomime visits etc.

When making requests for voluntary contributions to School funds, parents will not be made to feel pressurised into paying, as it is not compulsory.

Charges and contributions should cover the anticipated costs. If contributions from an activity exceed the actual cost, the School will refund surpluses of £5 or more per student. Any surplus of less than £5 per student will be retained in the School Fund for use with other activities. A charge may include an allowance for the cost of staff from the School who supervise optional extra activities if those staff have been specifically asked to cover the activity as an 'optional extra'.

Parents may be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups. General fundraising and sponsorship may be used to permit additional activities.

### Optional Extras

Charges can be made for providing materials, books, instruments or equipment where an optional extra is being provided. Participation in optional extra activity is a matter of parental choice and a willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

Optional extra charges may be made in the following circumstances:

- Education that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education is provided outside of school time;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport, other than that required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit; and
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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 (including supply teachers); and
- The cost, or a 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.
- The charge per pupil should not:
- exceed the actual cost of providing the optional extra divided equally by the number of pupils participating;
- include any form of subsidy for other pupils wishing to participate whose parents are unwilling or unable to pay the full charge

- include the cost of any alternative provision for other pupils not wishing to participate in the optional extra where a small proportion of the optional extra takes place during school hours; or
- include the costs of supply teachers contracted to cover for teachers who are away from school accompanying pupils on a visit as they are seen to be providing education during school time, not an optional extra.

### 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. 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. Charges may now be made for vocal or instrumental tuition provided either individually or to groups of any size provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.

Charges may not be made where the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may not be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

### Transport

Schools cannot charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.

### Residential Visits

Schools cannot charge for:

- Education provided on any visit that takes place during school hours (provided by school);
- Education provided on any visit 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; and
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for board and lodging but the charge must not exceed the actual cost.

### Eligibility for Remission for Residential Visits

Section 200 of the Education Act 2002 outlines the eligibility to entitlement for board and lodging costs for residential visits. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove that they are in receipt of certain benefits will be exempt from paying the cost of board and lodging: The current criteria is the same as for Free School Meals;

- 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)
- Children who get paid these benefits directly, instead of through a parent or guardian, may also be exempt from paying the cost of board and lodging.

### Extended Schools

Sleights Church of England (Voluntary Controlled) Primary School provides a term time only wraparound school childcare service for children in Reception upwards. Parents will be charged for use of the service and the session times and charges are as follows:

Full morning session, including snack	7.45am – 8.30am	£3.00
Short morning session, no snack	8.30am – 8.50am	£1.50

Full afternoon session, including snack	3.15pm – 5.30pm	£7.00
Short afternoon session, no snack cost included	One hour session	£3.50

### Early Years

#### Nursery Charges for Additional Sessions over the funded 15 hours

All 3 and 4 year old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

Additional sessions over the 15 hours per week entitlement may be available, but this is dependant upon the number of children who are attending for funded sessions and to whom priority will be given. The parental agreement should include details of the additional chargeable sessions which will only be guaranteed for the duration of 1 term with the agreement being put into place each term to define requirements, again dependant upon availability.

Sessions	Cost for 2 year olds	Cost for 3 and 4 year olds
9am – 12.00pm	£19.50	£15
12.00pm – 3.00pm	£19.50	£15

#### \*Lunchtime Sessions

Lunchtime sessions are supervised by Early Years staff. A hot meal is charged to children at a cost of £2.25 per child per day. This includes the cost of school lunches and a small snack during the session.

### Invoicing and Payment Procedures

An invoice for the additional sessions will be sent to parents at the end of each half term, via ParentPay. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Headteacher in writing upon receipt of invoice. The School will do its best to assist with payment arrangements basing individual requests on their own merit. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below) and non payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

### **Late Payment Charges**

Charges will be levied at the higher of **£5.00 or 5%** (change as necessary) of the outstanding debt, to cover associated administration costs.

### **Miscellaneous Charges (other than for students)**

#### **Lettings**

Scale of charges:

School Hall £ 10 / hour  
(Community non-profit organisations £7.50 per hour)

Playing Field £ 10 / hour  
(Community non-profit organisations £7.50 per hour)

Any additional charges or caretaking work will be charged to the individual organisation as required.

#### **Photocopier charges**

5p per copy (reduced rates for large numbers of copies)

#### **Telephone charges**

20p per call

### **Value Added Tax**

The Governors are constrained by law to apply value added tax to all transactions where appropriate.