

Charging and Remissions Policy



Policy

Reviewed: January 2026
To be reviewed: January 2027

St. John's C.E. Primary School Charging and Remissions Policy

Rationale

The Governing Body has agreed that it will support school activities organised during or outside the school day which may include a charging element to parents. It is the aim of the school to ensure that activities offered during school hours should be available to all children and that these children will not be treated differently regardless of their parents or carers' ability or willingness to help meet the cost.

Principles

The Charging and Remissions Policy has been compiled in line with the Charging for School Activities: Departmental advice for governing bodies, school leaders, school staff and local authorities' guidance published by the Department for Education in October 2014. It is also in accordance with Sections 449-462 of the Education Act 1996.

Definitions

The following definitions are used within this policy:

- 'School' means St. John's CE Primary School
- 'Parent' or 'Carer' means the parent or legal guardian of a child at the school
- 'Child', 'Children' or 'Pupil' means a child, children or pupil on school roll
- 'Examination' means those examinations specified with the Education (Prescribed Public Examinations) Regulations 1989
- 'Local Authority' means Kirklees Council
- 'Finance Committee' means the Finance Committee of the Governing body of the school

Responsibilities

Authority for day to day management of this policy is delegated to the Head Teacher and/or Bursar who will determine the costs of activities other than those set by the Governing Body. The Bursar, who is responsible for overseeing the collection of income, is aware of the current charge rates and VAT implications.

Non-Residential Visits or Activities

No charge will be levied in respect of day trips that take place during school hours or are part of the National Curriculum. A voluntary contribution will be requested.

Sometimes an activity may happen partly during and partly outside of school hours. If 50% of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge will be made. Time spent on travel only counts as being during school hours if the travel takes place during school hours. A voluntary contribution will be requested.

No charge will be made for activities outside of school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an examination. If a child is prepared outside of school hours for an examination, a charge will be levied for tuition and other costs. For all other activities outside school hours a charge up to the cost of the activity may be levied. Voluntary contributions may be requested.

Residential Educational Visits

For residential educational visits which are essential to the National Curriculum, statutory Religious Education or in preparation for an examination, a charge will not be levied for board and lodging.

For residential educational visits which are not essential to the National Curriculum, statutory Religious Education or in preparation for an examination the following will apply:

- If the amount of school time on the educational visit is less than 50% of the total time of the trip a charge will be levied up to the full cost of the trip
- If the amount of school time on the educational visit is 50% or more of the total time of the visit a charge will be levied for board and lodging only

No charges for board and lodging will be levied for parents who can prove they are in receipt of the following benefits:

- Universal Credit in prescribed circumstances
- 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 £7,400
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Voluntary Contributions

Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a voluntary contribution towards the cost of the educational visit. Parents are given the option to pay in instalments.

Pupils will not be treated differently according to whether or not their parents or carers have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible then it will be cancelled.

Materials

Where a child or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

Musical Instrument and Vocal Tuition

The school reserves the right to levy charges in respect of individual music tuition, and group music tuition of any size, if the teaching is not an essential part of either the National Curriculum or examination syllabus being followed by the pupil and it is requested by the pupil's parent. No charge will be made to any pupil who is looked after by the Local Authority (within the meaning of section 22(1) of the Children Act 1989).

Activities not run by the School or Local Authority

When an organisation acting independently of the school or Local Authority arranges an activity to take place during school hours and parents want their child to join the activity, such organisations may make a charge for the activity and parents must ask the school for permission for their child to be absent to attend the activity. However, where the activity is approved by school and is

supervised by someone authorised by the school, the activity is treated in accordance with the section covering a Non-Residential Visit or Activity.

Lettings

The school will make its facilities available to outside users in accordance with the Local Authority's Finance Framework.

Wilful damage to, or loss of, school property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party where the cost has been recharged to the school. The charge will be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Income from sales – non profit making

Some goods may be purchased through the school for the convenience of parents, children or teachers. The school will not seek to make a profit for these sales. Goods in this category may include books, educational consumables, etc.

Income from sales – profit making

Some goods will be sold through school with the intention of making a profit and thus raising money for the school, parent group or other charity. Goods in this category may include school photographs, school fayres, etc. and may be subject to VAT.

Income from donations

From time to time school may seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship, etc. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donation will be made.

Remissions Policy

It is the practice of the school to:

- Look at individual cases where parents have been unable to give a contribution
- Agree how to fund shortfalls for activities
- Remit charges for school activities to parents in receipt of the benefits:
 - Universal Credit
 - 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 £7,400
 - The guarantee element of State Pension Credit

The Head Teacher will advise all parents of the right to claim free activities if they are in receipt of any of the aforementioned benefits. When organising a chargeable activity or an activity where a voluntary contribution is requested, the Governing Body will invite parents to apply in confidence to the Head Teacher for the remission of charges, in part or in full.

The Head Teacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity or remit, in full or part, charges in respect of a pupil if he/she/they feel it is reasonable in the circumstances.

Parents who have contributed voluntarily may have a refund if their child is unable to take part in an educational visit due to illness. This will be a refund for entrance fee costs only as travel is pre-paid based upon the number of contributions initially received. Insurance costs are met by the school and do not form part of any voluntary contributions requested.

Inclusion and Equality

In line with our duties under the Equality Act (2010) and as set out in our Equality Policy we are committed to providing a teaching environment conducive to learning. Each child is valued, respected and challenged regardless of race, gender, religion, social background, culture or disability.

Policy Monitoring and Review

This policy will be reviewed following the 3-year Policy Review Cycle of the school or when there are significant changes to the curriculum that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of schools.

Policy produced by ..Aidan Blackburn..... Date: 11.01.26...

Approved by (Chair of Governors): Date :

Review Date: January 2027

If you need further copies of this document, or would like the document in another format, such as enlarged print, audio tape or another language, please contact the Bursar at the school.

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