



Colliers Green CofE Primary School

Colliers Green, Cranbrook, Kent. TN17 2LR

Document Control Sheet

Document Title:	Charging and Remissions policy
Document Type:	Policy
Owner:	Headteacher
Governor Committee:	Finance and Premises
Date adopted by governors:	19 th January 2024
Re-adoption date:	January 2026
Policy Type:	Finance and admin
Statutory Policy:	Yes

Document History

Date:	Summary of Changes:
November 2021	Updated version of the 2019 policy, with minor amendments to timing of the school day, and the clubs that are on offer.
January 2024	Updated to reflect that we now charge for participation at after-school clubs.

The Governing Body cannot charge parents and pupils for any activity unless it has drawn up a charging policy. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which meant that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to.

The Governing body must not charge for any activities that take place when the school is actually in session, excluding the break in the middle of the day. The exception is musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil(s).

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite a voluntary contribution. However, no child should be excluded from such activity because his or her parents cannot or will not contribute.

The school can charge for optional extra activities provided mainly or wholly outside school hours as long as such activities are an essential part of the National Curriculum or Religious Education. Activities which are an essential part of the syllabus for an approved examination must be provided free.

Chapter 23 of A Guide to Law for School Governors provides further detailed guidance on residential, use of mini-buses, public examinations and activities provided during school hours by external bodies.

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as 08:50 – 15:20 for EYFS and KS1, and 09:00 – 15:30 for KS2.

What is consulted?

The policy has been informed by, 'A Guide to the Law for School Governors and Charging for School Activities May 2018'.

Roles and responsibilities of Headteacher, other staff, governors

The headteacher will ensure that the following applies;

Activities during the school day

All activities that are necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Voluntary contributions

The staff and governors recognise the importance of activities that, while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day, which entail additional costs.

In the circumstances no pupil will be prevented from participating because their parents cannot or will not contribute. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time, we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge a small amount for optional, extra activities provided outside of the school day, for example after-school clubs that are run by school staff or parents, e.g. sports clubs, yoga club and art club, or wrap-around care at breakfast club. Such activities are not part of the National Curriculum or Religious Education, nor are they part of the examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and so parental agreement will be a pre-requisite for the provision of any optional extra activity.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of the time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges are calculated.

Residential offsite activities

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Income-based Jobseeker's Allowance, support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of the State Pension Credit.

Other charges will be made to cover costs when the number of school sessions missed by pupils total half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges are calculated.

Music Tuition

Charges may be made for teaching an individual or group to play a musical instrument or to sing where an activity is not an essential part of the national curriculum or public examination syllabus, such as individual instrument lessons.

Damage/Loss to Property

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

A charge may 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 to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Other Charges

The Headteacher, Finance, Premises and ICT Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a hard copy of an OFSTED report.

For details of charges specifically related to Subject Access Requests under the General Data Protection Regulations, refer to the School Data Protection Policy.

Calculating Charges

When charges are made of any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

Remissions Policy

The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Parents who may qualify for support are those who are eligible for:

- Income Support
- Income based Jobseekers 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 are not also entitled to the Working Tax Credit and have an annual gross income of no more than £19,995.
- 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).

Depending on the current personal circumstances of the parents involved, pupil premium grant may be used to remit a percentage of the charges (refer to Pupil Premium documents) for eligible pupils at the discretion of the Headteacher, who otherwise would not be able to access the activity.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Additional Considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits do not place unnecessary burden on family finances.