

Charging and Remissions Policy

Sussex Road Community Primary School



Approved by: Headteacher

Date: July 2025

Next review due: July 2028

Aims

The school aims 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

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. This Policy should be read along side the School's Clubs, and Letting Policies.

Definitions

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

Roles and responsibilities

The Governing board

The Governing board has overall responsibility for approving the charging and remissions policy. Responsibility for approving this policy has been delegated to the Headteacher

Headteacher

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

Staff

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 applies

Parents

Parents are expected seek clarification from staff or the Headteacher of any concerns or queries regarding the Charging and Remissions policy.

To make full and prompt payment for chargeable services provided by the school.

Where Charges cannot be made

Costs incurred in delivery of the National Curriculum

- Admission applications
- 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:
 - Education as part of the national curriculum
 - 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.
- transporting registered pupils to other premises – alternative provision - where the governing board or local authority has arranged for pupils to be educated
- transport during school hours to school-organised activities which form an integral part of the National Curriculum.

Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the school's basic curriculum for religious education.

Voluntary Contributions

Activities that take place during school hours (excluding lunch breaks)

The School recognises the importance of enrichment activities, which, whilst not an essential part of the curriculum, add value and enjoyment to the learning experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs.

Sussex Road School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. Children of parents who do not make a contribution will not be treated any differently. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

An activity may be cancelled if insufficient voluntary contributions are collected, and all monies paid will be returned to parents.

The cost of enrichment activities during school time

The headteacher will decide when it is necessary to charge for enrichment activities, which are not a requirement of the National Curriculum. These charges are based on the actual cost to the school per child. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

What Charges Many be Made for

- Books, materials, instruments or equipment that the parent wishes the child to keep or own (the cost will be made clear to the parents before charge)
- optional extras
- music or vocal tuition

Residential activities

Our school will not charge for:

- 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 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that are part of the National Curriculum and take place during school hours.

Our school will charge for:

- **Board and lodging.** When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits be exempt from paying the full cost (see section 11 for more guidance on remissions).
- **Travel** - Charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- **Activities** - The school will charge for residential activities that fall outside of school hours

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have agreement of parents before organising the provision of an optional extra where charges will be made.

Refunds Educational Visits

Requests for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntary or otherwise, applications should be made in writing to the Headteacher.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity because of a pupil's breach of the School's Behaviour Policy.

Optional extras

The school will charge or allow charges to be made for optional extras including

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- resources required to take part in School operated clubs for example cooking ingredients.
- additional clubs such as Football, Judo, Science and Languages are available from external providers who hire the school premises and will charge families for attendance. The school may choose to subsidise the cost of certain clubs for children in receipt of Pupil Premium Grant
- music lessons provided at the request of a pupil's parents provided in the school day by external providers
- extended day services offered to pupils on the school site i.e. Wrap Around Care operated by Polkadots Out Of Hours Care Ltd

Refunds for Optional extras

Additional Non-Curricular Enrichment and Clubs provided by the school are costed to ensure the activity is viable i.e. resources and salary cost can be met from charges made. Allocation of a place in a school club represents an agreement with families that they will pay for all sessions available. The school is not therefore able to provide any refunds for non-attendance of sessions save where a pupil is no longer on the school's roll.

Where a pupil is offered a place at club and insufficient or no payment is made to the school their place will be deemed forfeit and will be offered from any waiting list held.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity because of a pupil's breach of the School's Behaviour Policy.

School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the School's catering provider Emma's Kitchen. Meals will cost no more than charged by the Local Authority Framework provider.

The school is unable to cover debts built up by families for meals and the company reserves the right to suspend meals where payment is not received. The meals provider reserves the right proceed with a claim via the legal system to recover outstanding debts.

Families are advised that Free school meals entitlement cannot be back dated, and they are urged to make the relevant application for this support to confirm qualification before accessing meals.

Damage to, or loss of property

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where school resources are loaned to families to support their child's learning i.e. reading books, it is on the basis that they are returned undamaged and in a timely fashion. Where items are not returned to school, a reminder will be sent, and levy a charge if the item is not returned in good condition.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Only the headteacher may take the decision to waive such charges and this decision will be dependent on the specific circumstances of the situation.

Remissions and concessions

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Working Tax credit run off
- Universal Credit

Pupils who qualify for Pupil Premium Grant are eligible for the remission of charges. The school does not routinely access PPG to meet any payments detailed in this policy. PPG is allocated by the School to meet the educational needs of individual pupils in order to bridge academic gaps in attainment. The school may however choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher