

Earlsmead Primary School

Charging and Remissions Policy

Policy summary	The school's responsibilities related to charging.
Affects	Staff, Volunteers, Pupils, Parents & Carers
Drafted by	Iyke Igbokwe
Status	Statutory
Approved by	Resources Committee
Last approved revision date	February 2022
Next review date	February 2023
Related policies, procedures and forms	Finance Policy

Families are encouraged to be familiar with this policy via the school website. Copies of this policy and its associated documents are available from the school office.

Introduction

Earlsmead Primary School provides free education during school hours for all children in the school. This includes materials, equipment and any transport provided to carry pupils between the school and an activity. 'School hours' are those when the school is in session and do not include the break in the middle of the school day. The charge made for any activity will not exceed the actual cost of the activity. If further funds are needed, e.g. to help with hardship cases, this could be met through Pupil Premium, fund-raising or voluntary contribution.

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

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Education out of school hours

Parents/carers may be charged for activities which happen outside school hours e.g. clubs, when these activities are not part of the national curriculum or for religious education. The headteacher or resources committee may decide that charges may be made for other activities which happen outside school hours.

Activities not run by the school or LA

Depending on the partner providing these activities there may be a small charge to cover the cost of the provider and/or materials required for the activity. The school will ensure the parents/carers are made aware of any charge.

Residential Activities

In Year 6 pupils take part in a residential visit and parents/carers are charged for the cost of this in advance. Parents/ carers will be offered the opportunity to pay in instalments. A reduced rate is offered for children eligible for Pupil Premium funding.

Musical Instrument Tuition

Charges may be made for teaching a musical instrument either to an individual pupil or groups of up to four pupils.

Public Examinations

No charge is made for entering children for public examinations. Pupils must be entered for examinations for which they have been prepared unless the governing body (as advised by the Headteacher) thinks there are educational reasons for not entering the pupil.

Breakfast club

The school makes a small charge for Breakfast Club. The charge represents a contribution towards the cost of the service. Prices will be reviewed from time to time by the governing body resources committee to ensure that the service is cost effective. The school will endeavour to give a month's notice of any increase.

Remissions or reductions may be made for vulnerable children or families experiencing significant financial difficulties. This will be made on a case by case basis. To request assistance, please contact the school office.

After school provision

Families are charged in order to meet the cost of the school's after school childcare. Charges are levied in advance and may be reviewed from time to time by the Headteacher or resources committee.

Voluntary contributions

All requests to parents / carers for voluntary contributions must make it quite clear that the contribution would be voluntary. Children whose parents/carers cannot contribute will not be treated any differently. If there are not enough voluntary contributions to make an activity viable the activity may be cancelled. If a particular activity cannot take place without some help this should be explained at the planning stage.

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's intentional behaviour.

Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity may have to be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit providing you have net earnings of less than £7,400 a year (£616.67 a month)

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee Credit element of State Pension Credit
- Support under Part 6 of the Immigration and Asylum Act 1999
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (providing you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by HMRC)

To request assistance, parents/carers should contact the school office.