



LEAGRAVE PRIMARY SCHOOL

'Striving for Excellence, Learning for Life'

CHARGING & REMISSIONS POLICY

Ratified by Governors

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STATUTORY

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

1. Aims

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs and trips, can make towards a pupil's education.

Leagrave Primary School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity for which charges may be made.

2. Definitions

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

3. Roles and responsibilities

3.1 The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to the Finance & Personnel Committee.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

3.2 The Headteacher

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

3.3 Staff

Our staff are responsible for implementing the charging and remissions policy consistently.

The Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

3.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

4. Where charges cannot be made

Below are items for which the school cannot charge:

Admission applications

Education provided during school hours (including the supply of materials, books, or other equipment)

Education provided outside school hours if it is part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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

Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport

Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated

Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

Transport provided in connection with an educational visit

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
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

5. Where charges will be made

Below are items for which school can charge.

Any materials, books, trips, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see below)

To replace any damaged equipment (made by pupil)

Music and vocal tuition

Certain Early Years provision (Lunchtimes)

Community facilities

Swimming Lessons

Late collection fee for After School Club

Late collection fee from the office – end of day

5.1 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school may charge for providing materials, books, instruments or equipment. The following are examples of optional extras:

Education provided outside of school time that is not part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at school
- Religious education

Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)

Board and lodging for a pupil on a residential visit

Extended day services offered to pupils (such as breakfast clubs, after-school clubs)

When 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 engaged specifically to provide the optional extra)

The cost, or an appropriate 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.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

5.2 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition.

Charges cannot be made if the teaching is an essential part of the national curriculum.

5.3 Residential visits

We **will** charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

School trips

Sports activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

7. Activities for which this school will charge

The school will charge for the following activities:

- Breakfast Club
- After-school Club
- Swimming

and may charge for other out of school activities such as sports clubs, craft clubs, Eco clubs etc. **There will be a charge of £5 late collection fee from After School Club/end of day from the office for the first 15 minutes and an additional £5 for each 15 minute interval after that.**

For regular activities, the charges will be determined by the Governing Body and regularly reviewed. Parents will be informed of the charges for the coming year in advance.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment or resources) 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, irrespective of whether such cost is covered by the school's insurance.

8. a) Subject Access Requests

The school may charge a fee for providing information in response to a SAR request. This will allow the school to recover costs associated with photocopying, printing and postage. Depending on the volume of information requested, the school may delay sending the information until the fee is received.

b) GDPR Subject Access Requests

Where a request is deemed to be excessive or manifestly unfounded the school may charge a reasonable fee to cover the administrative costs of complying with the request.

9. Remissions

In some circumstances the school may not charge for items or activities set out above. This will be at the discretion of the Governing Body or Headteacher and will depend on the activity in question.

