



# St Mary's CofE Primary School

## Charging and Remissions Policy

About this policy:	
Accountable Committee	Finance and Assets
Policy Area	Finance
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### Document control

Date	Version	Comments
April 2023	1	Complete revision in order to align with SCC Charging and Remissions Model Policy.
May 2024	2	Minor formatting and typographical changes. Clarification around refunds and voluntary contribution balances.

## 1. Introduction

The 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.

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: 8:40am – 3:00pm.

This document is a statement of the aims, principles and strategies used for charging parents at school.

## 2. Charging for school activities

Schools cannot charge for education provided during school hours, including the supply of any materials, books, instruments or other equipment. Schools however can charge for:

- music tuition if not provided as part of the national curriculum and requested by parents;
- optional extras (see below);
- any materials which the parents wish the child to own;
- certain early years provision;
- community facilities.

## 3. Roles and responsibilities

The Headteacher will ensure that the following applies:

### 3.1. During the school day

All activities that are a necessary part of the national curriculum, religious education and the broader curriculum offer provided by the school, unless considered to be an optional extras as per Section 4, will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

## 4. Charges for optional extras

St Mary's CofE Primary School will charge for optional, extra activities. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### 4.1. Music tuition

A charge will apply for individuals or groups to receive instrumental or vocal tuition, which takes place during the school day but which is not part of the national curriculum and where the parent/carer has requested the tuition.

The organisation providing the music tuition on the school site will set the charge. Parents wishing their child to receive music tuition will pay the charge directly music tuition provider.

The charge however will not apply to looked after children.

### 4.2. Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, a charge will apply if most of the time to be spent on the activity falls outside of the school day.

### 4.3. Board and lodgings for residential trips

Charges will be made for board and lodging for residential trips, except for pupils who meet the current free school meals eligibility criteria. The charge will not exceed the cost.

### 4.4. Extra-curricular clubs

Charges will apply for clubs that incur a cost to the school as outlined below: -

Type of club	Charge calculation method	Charge payable to
Club by an external provider who is appointed by the school.	Cost of the provision equally divided by the number of places available.	School
Resources which are required for the club, e.g. art & craft supplies for arts and crafts club, ingredients for cookery club.	Cost of the provision equally divided by the number of places available.	School

Where there is a balance owing to the school for a chargeable club, this must be cleared before any further bookings are made.

The school also has clubs run by external providers who set their own charges. Charges for these clubs are payable directly to the external provider.

## 5. Other charges

### 5.1. Breakfast and After School Club

A charge will be made for any pupil attending the breakfast and after school club. The rate for the 2023-2024 academic year are:

Breakfast club	£5.00
Afterschool club	£11.00

Charges are revised annually each September.

The school reserves the right to refuse further bookings where the parents' account is in arrears.

### 5.2. Nursery

A charge will be made for any pupil who makes use of the early nursery drop off or has 'top up sessions' additional sessions over and above their funded hours. The following charges will apply:

Daily early drop off fee:	£3.00
Top up sessions:	£20.50

Charges are revised annually each September.

### 5.3. Materials which the parent wish the child to own

#### *Ingredients or materials for practical subjects*

For practical subjects (e.g. Art & Design, Food Technology), St Mary's CofE Primary School may charge parents for the supply of ingredients/materials if there is a finished product and the parent has indicated in advance that they wish to own the finished product. Alternatively, parents may supply the ingredients/materials if preferred. The school will inform parents prior to activities giving them the choice to pay for materials or purchase their own materials for the activity. Any charge made to parents will be to cover the cost of ingredients/materials only. The school will not make a profit.

### 5.4. Damage to property/lost school equipment

In cases of willful or malicious damage to school property/equipment, or loss of school books/equipment on loan to pupils, the Headteacher, in consultation with the Chair of Finance and Assets Committee, may decide to make a charge. Each incident will be dealt with on its own merit.

### 5.5. Meals.

Parents who wish their child to have a school lunch will be charged, except for those pupils who are entitled to universal infant free school meals or free school meals. The charge is set by the school's catering contractor and is payable directly to them.

## 6. Calculating charges

The principles of best value will be applied when planning activities that incur costs to the school and/or charges/voluntary contributions to parents. When charges apply for activities either during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of places available / pupils participating. The charge will not include a levy to subsidise pupils whose parents are unwilling or unable to pay.

Parents who meet the free school meal eligibility criteria qualify for support in relation to charges.

## 7. Voluntary contributions

Voluntary contributions may be sought for the benefit of the school or any school activities. Where voluntary contributions are requested, no pupil will be prevented from participating because his/her parents cannot or will not contribute. If the viability of the activity is dependent on voluntary contributions, parents will be informed of this from the outset. If excess voluntary contributions are received, these will be credited to the general contributions cost centre within SCOPAY.

To help parents with budgeting, parents can make voluntary payments in their general pre-payment account at any time. The balances in this account can then be used towards any activities where a voluntary contribution has been requested.

Type of activities voluntary contributions requested and calculation method.

Activity	Voluntary Contribution calculation method
School trips	Cost of trip (excluding board and lodgings for residential trips as this is a chargeable optional extra) and transport incurred by school divided equally by the number of pupils eligible to participate.
Swimming	Cost of swimming instructor divided equally by the number of pupils eligible to participate, plus an amount for swimming pool operational costs.
Workshops	Cost of workshop incurred by school divided equally by the number of pupils eligible to participate.
School run clubs	Termly contribution. Amount as determined by the Headteacher.

**8. Arrangements for monitoring and evaluation**

The Finance and Assets Committee will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, voluntary contributions requested and any remissions/subsidies awarded (without giving names).

**9. Supporting pupils from low-income families**

In some circumstances the school may reduce or waive the charges outlined in section 4 for pupils of low-income families/experiencing financial hardship.

Parents who think they may qualify for Free School Meals and therefore Pupil Premium should contact the school office who can provide an eligibility checklist and application form.

Parents of non-pupil premium children, who need financial assistance can apply in confidence to the Headteacher for partial or full remission of charges.

Any full or partial remission of charges will be authorised by the Headteacher.

In addition to the above, the school has a statutory duty to waive the cost of board and lodging on residential visits taking place during school hours, for pupils of parents who are in receipt of any of the following benefits:

- Income Support
- Income-based Jobseeker's 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

**10. Refunds**

Refunds will only be made at the end of term.

Payments made using childcare vouchers cannot be refunded.

Refunds will only be made in the following circumstances:

1. Where a child attends a chargeable school club and The Hive on the same day. In this circumstance the cost of the school club will be refunded at the end of term.
2. Where a child is unable to attend a booked club or The Hive because they are on a school residential trip.
3. Where an amount of £5 or over is in credit on a child's prepayment, Hive or nursery account. Amounts under £5 will transfer to the school trip fund.

Refunds through Scopay will automatically be refunded to the card that was used to make the payment.

No refunds will be made where a child is unable to attend a school club, trip, breakfast or after school club session, nursery early drop off or top up session due to ill health or for any other ad hoc reasons.