

## Charging & Remissions Policy



GLEBE PRIMARY SCHOOL

*'We can and we will'*

# CHARGING & REMISSIONS POLICY

## **Mission Statement**

At Glebe Primary School, we believe in an ethos that values the whole child. We strive to enable all children to reach their full potential academically, socially and emotionally.

## **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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## **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 but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance committee.

Monitoring the implementation of this policy has been delegated to the Finance Committee.

### **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

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- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

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

### Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **Where Charges Cannot be Made**

Below we set out what we **cannot** charge for:

#### Education

- Admission applications
- Education provided during school hours
- 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

#### Swimming

The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

#### Transport

- 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

#### Residential visits

- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

### **Where Charges Can be Made**

Below we set out what we **can** charge for:

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### Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Certain early years provision
- Community facilities

### Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are 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 the 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 or 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, tea and supervised homework sessions)

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. Included in any online payment is a 1.29% charge made by Iris.

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.

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### **School Lunches:**

From 2023 all pupils from Reception to Year 6 are eligible to receive free school meals. These meals are booked through The Pantry.

### **Residential visits:**

Our Year 6 pupils undertake a residential trip. We ask that parents pay for the cost of this trip. The total cost of the trip will be calculated to include transport, lodgings, food, trips etc. This cost is then divided between the numbers of children attending. Payments are spread over approximately an 8 month period. Individual parents have the opportunity to discuss payments with the Head teacher if the cost is likely to be prohibitive. The school may be prepared to cover part of the total cost or consider other avenues of payment e.g. Mayor's grant.

### **Music tuition:**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition that is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. There a range of providers who make a charge for these lessons. Parents in receipt of state benefits may be able to claim a subsidy on this. We give parents information about additional music tuition at the start of each academic year.

### **Extended Schools:**

Breakfast club is run by the school and Afterschool club is an external provider: PSD. Both clubs charge a fee for attendance and they must have advance notice of attendance. The school offers a number of other after school and lunchtime clubs. Some of these are run by school staff and are free. Others are run by external providers, who normally make a per lesson charge.

### **Voluntary Contributions**

As an exception to the requirements set out in where Charges Cannot be Made section of the policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible, such as:

- Visits to museums, historic sites and other places of interest.
- Outdoor adventure activities
- Trips to see plays, concerts, sporting events etc
- School trips
- Visits to school by theatre groups, musicians and individuals providing workshops on various subjects

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. There is no obligation to pay. However, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

### **Pupils in Receipt of Pupil Premium:**

The school receives Pupil Premium funding for any children who qualify for a free school meal. From this funding, the school keeps a small fund to contribute to the cost of trips, music tuition etc. The school aims to ensure that these children are not denied the opportunity to participate as a result of any financial restraint.

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### **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 board and will depend on the activity in question.

### **Remissions for residential visits**

The school has set aside a small fund to enable parents in receipt of certain benefits to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis. Parents may be assisted with the costs of activities if they can prove that they 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- 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)

**Reviewed: March 2026**

**To be reviewed: March 2027**



Chair of Governors