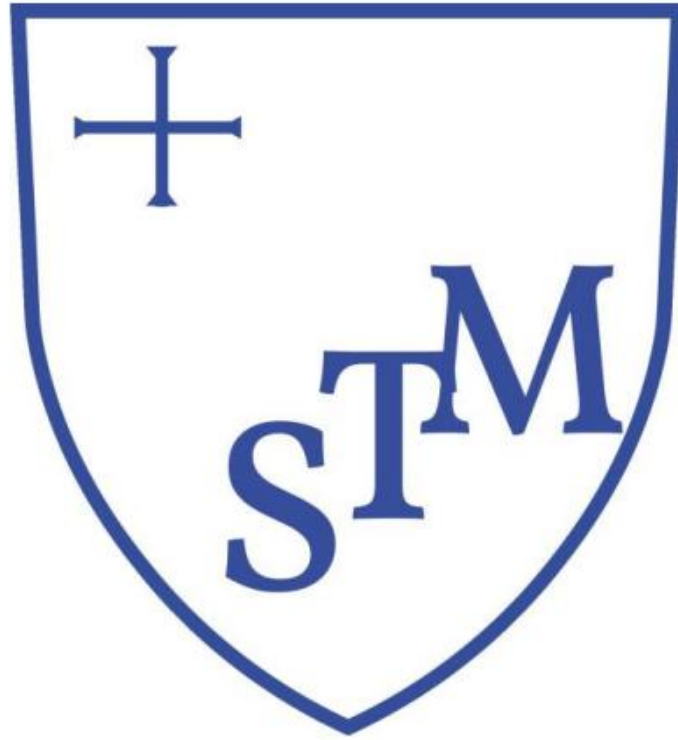


St Martin's C of E Primary School



Charging and Remission Policy

Sept 2024
Reviewed Sept 2026

1. Statement of intent

St Martin's is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

3. Introduction

The law requires that education during normal school hours and the examination of students in accordance with the National Curriculum is provided free of charge.

It is the aim of this document to explain clearly the Charging and Remission Policy that exists within the school and the procedures that must be followed.

The purpose of the Policy is:

- To provide effective, fair and reasonable treatment to any charges and remission related to the school and as such to promote and provide activities both as part of a broad and balanced curriculum for the students of the school and as additional optional extras.
- To ensure that all staff, parents and students are aware of the procedures in place.
- To provide awareness of Charging and Remission should the need arise at Governor meetings.

4. Charging for Education

The school will not charge for:

- 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 the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless 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.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Extra-curricular clubs, where a cost is incurred by school.
- Optional extras.
- Music tuition (in certain circumstances).
- Certain early years provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

The school requires parents to make reasonable endeavors to provide their children with the appropriate uniform, sports dress for games, PE and swimming, as specified in the school's Policy. Unless otherwise advised to the contrary, transport provided in school hours to carry students to other premises where education/ academic activity is arranged will be provided free of charge.

5. Examinations

There is no charge for examinations that are part of the curriculum

6. Voluntary Contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will make it clear to parents that there will be no obligation for parents to make any contribution. Parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters, will not be sent when the school requests contributions.

Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments. Unless otherwise notified, a deposit(s) required in respect of any trip, visit or activity will be non-refundable. In appropriate circumstances the school may, at its sole discretion, subsequently refund part or all of any deposit paid. Where instalments have been paid towards a trip these will become non-refundable (except at the school's discretion) once the due date in the payment schedule has passed. This is to take account of expenditure made for advance bookings which may have been made on the basis of a child's participation.

If a deposit or any other payment is made in respect of any particular trip, visit or activity and a student's behaviour is such that, having regard to the school's policies on behaviour and discipline, the student is refused permission to participate then all such payments shall, unless otherwise agreed, be retained by the school to defray costs, expenses and any losses relating to that planned event.

7. Optional Extras

The school may charge for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the National Curriculum
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Part of RE
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the LA 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, e.g. breakfast or extra-curricular clubs.

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra

- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

8. Residential Visits

When a residential visit takes place either inside or outside school hours a charge will be made for the cost of travel expenses, board and lodgings, and the entrance fees and price of activities subject to the Remission Policy. The charge will not exceed the actual cost of provision.

9. Swimming

The school organises swimming lessons for children from . This takes place in school time and is part of the National Curriculum. We do not charge for this provision.

10. Music Tuition

All children study music as part of the school curriculum. There is no charge for this provision.

11. School Meals

Free School Meals will be provided following a successful application to the local authority, all children in Reception, Years 1 and 2 are provided with a free meal as part of Universal Free School Meals.

12. Damage to Property

Parents are advised that they will be asked to pay the costs of repairing damage to the school buildings, replacing broken windows and/or defaced/damaged/lost textbooks etc. where these are the result of their child's behaviour.

13. Outstanding Monies

The school reserves the right take legal action to recover any properly due charges, fees, costs, damages or other expenses that remain outstanding after prior written notice has been issued to the parent concerned seeking either settlement or an explanation for non-payment.

The school will always seek to reach a mutually agreed settlement to any dispute concerning its charges and will consider applying its Remission Policy in cases of genuine financial hardship.

14. Remission Policy

The school will respond to requests for remission of charges on a case-by-case basis, which will be to a limited extent as current year funding allows. This is at the discretion of the Headteacher.

Where the school undertakes an activity where a voluntary contribution is to be requested remission may be made to students whose parents receive income support or job seekers allowance or any income based governmental replacements or who can demonstrate low family income. On application to the school, consideration will be made for school to make a payment towards the cost of a trip. This is on a case-by-case basis at the discretion of the Headteacher.

15. Review

Unless otherwise required, this policy will not be reviewed for a period of three years.