



Kirkdale, St Lawrence CE  
Voluntary Aided Primary School

# Charging and Remissions Policy

Adopted: February 2023

Review date: February 2025

J.Campbell

“Together, with God in our heart, the path to our dreams with start”

Inspired by Psalm 20:4

## Our School Vision



### Our Vision:



We are the Kirkdale, St Lawrence CE family. We are a nurturing, safe, inclusive school which is the anchor of our diverse community. Through God's love, we support everyone to flourish spiritually, academically and personally; this is our heartbeat. All are valued here for who they are and what they could become.

## Our School Values

Hope	Thankfulness	Trust	Compassion	Courage
------	--------------	-------	------------	---------



## Summary

This Charging & Remissions Policy is guided by the DfE document 'Charging for school activities 2014'. No charges will be made for activities that are not included in the charging and remissions policy. The policy defines each type of activity that will be charged for and when charges apply. The school cannot charge for education during school hours, including any materials, books, instruments or other equipment, subject to the exceptions referred to in this policy. If a charge is to be made for a particular type of activity, for example optional extras, parents will be advised of how the charge has been calculated, who may benefit from school subsidy (remissions) and how to apply. The school will inform parents/carers on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of activities.

This policy sets out circumstances in which the school proposes to remit or subsidise (wholly or in part) any charge which would otherwise be payable to them in accordance with the policy.

### 1. Admissions

There is no charge for admissions.

### 2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged £2 per day/£10 per week.

### 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

### 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school. There is no charge for transport during school hours to school-organised activities.

We may charge for:

- materials, books, instruments or equipment that the parent wishes their child to keep or own (the cost will be made clear to the parents before charge)
- optional extras
- music or vocal tuition

### 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the National Curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

## Optional extras

The school may charge for optional extras.

Optional extras are:

- education provided outside of school time that is not:
  - part of the National Curriculum
  - part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit

## The cost of optional extras

The headteacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- the costs of buildings and accommodation.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## 6. Activities that take place partly during school hours either on or off site

Where most of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on the activity if the travel itself occurs during school hours. In cases where most of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging of the activity will be the same as is outlined in section 5.

## 7. Residential activities

Our school will not charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

### Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost (see section 11 for more guidance on remissions).

### Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### Activities

The school may charge for residential activities that fall outside of school hours (see section 5).

## 8. Music tuition within school hours

Kirkdale, St Lawrence CE follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule. Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s). The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. There is no charge for vocal or instrumental tuition for a student who is looked after by a local authority. This includes instruments, music books and exam fees.

## 9. Extended services

Kirkdale, St Lawrence CE provides a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services).

Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 10. Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred. In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment. The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's relationships and behaviour policy.

## 11. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible. Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

## 12. Remissions and concessions

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income support
- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on

- Income related Employment and Support Allowance
- Universal Credit Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially. The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

### 13. Voluntary contributions

Kirkdale, St Lawrence CE may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

### 14. Inability or unwillingness to pay

Kirkdale, St Lawrence CE Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### 15. Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.

This policy will be reviewed on an annual basis