



THE DISTRICT
CE PRIMARY SCHOOL

Charging & Remissions Policy

Chair of Governors	Mr F Maguire
Headteacher	Mrs L Shelford
Date adopted: July 21	Review Date: Summer 2026
Reviewed:	Summer 2023

The caring path to achievement, reflecting the values of Christ.

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1 Introduction

The District CE Primary School's Christian Vision Statement

“I am the vine; you are the branches.” John 15:5

Just as the branches need the vine to grow and bear good fruits, so we need each other. Within the District family, each person is valued and loved, reaching out throughout our school, homes, families and the wider community for a stronger future. Our Christian vision statement permeates through everything we do at The District and this policy was developed to reflect togetherness, best value and creating a sense of belonging.

Education provided by the school during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional 'optional' extra activities including:

- any materials, books, instruments or equipment, where the child's parent wishes their child to own them;
- optional extras (see below); and
- music and vocal tuition, provided to individuals or small groups.

2 Aims and Objectives

The aims of this policy will:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

3 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 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](#).

3 Definitions

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

4 Roles and Responsibilities

4.1 The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but delegate this to a committee, an individual governor or the headteacher.

Responsibility for approving monitoring and implementation of the charging and remissions policy has been delegated to the Resources Committee.

4.2 Headteacher

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

4.3 Staff

Staff are responsible for:

- Implementing the charging and remission policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

4.4 Parents

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

5 Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education
 - d) transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- Board and lodging for a pupil on a residential visit.
- 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)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs and supervised

homework sessions)

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

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. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Pupils in receipt of pupil premium funding, including LAC and Post LAC pupils may be subsidised in accordance to their individual needs/plans.

6 Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

If a parent/carers 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 fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as “optional extras”. This list is not exhaustive:

- visits to museums;
- fieldtrips and research visits;

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- musical events.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, **which is to provide education directly related to the National Curriculum**, we do not make any charge for the education or travel expenses. However, we can charge for board and lodging but the charge must not exceed the actual cost. Parents in receipt of certain benefits are exempt from paying the cost of board and lodging. If we cannot raise sufficient funding through contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We give parents and carers information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution of £2 per session from parents and carers towards covering the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

Additional sports clubs

The school does routinely offer additional football and rugby coaching after school run by members of staff. We do ask for a voluntary contribution from pupils to cover this. If outside sports providers run clubs, then a full charge is usually made.

Breakfast & After School Care Club

Charges are made for pupils who access the above clubs. These clubs do not form part of the school's delegated budget and are self funding. Please see Appendix 1 for charges. Identified pupils may access the clubs which will be paid for through pupil premium. Current breakfast and after school care clubs are registered for children aged 3-11.

Nursery Wrap Around Care Club

Charges are made for pupils who access the above club. These clubs do not form part of the school's delegated budget and are self funding. Please see Appendix 1 for charges. There is currently no extended provision for children aged 2 who wish to access wrap around outside of the core hours 8.45-3.15.

11 Monitoring and review

This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary. The main body of the policy may still be current but we may need to update Appendix 1 more frequently as changes occur.

PRICING STRUCTURE FROM 1 MAY 2023

This policy takes account of the costs of providing childcare places. A major factor affecting the overall charge is the cost related to staffing in order to meet statutory requirements of staff to child ratios and levels of qualification.

Children aged 3 and 4 who attend our Nursery and pre-school provision will be accommodated outside of core hours of 8.45-3.15 within the after school club.

We operate free early education childcare places for 15 and 30 hours to eligible children.

Pricing Structure**Extended Day Care 2, 3, 4 year olds**

Cost	Timings
£5.00	Lunch only 11.45-12.15
£18.00 add £5 if lunch required	8.45-11.45 or 12.15-3.15
£40	8.45 – 3.15

Breakfast Club

Cost	Timings
£5.00	8:00 a.m. start

After School Club

Cost	Timings
£4.00	4 p.m. finish
£9.00	5.30 p.m. finish if used same day BC
£10.00	5:30 pm finish

A late collection fee of £7.00 per 15 minutes will be charged for each child collected after the end of their booked session unless changed in advance and relevant cost paid.

In order to secure consistent, high quality childcare places, families will need to commit to regular attendance. Where children are absent due to holiday or sickness their parents will be expected to pay the full fee as staffing ratios will need to be maintained. In most cases fees will be collected weekly prior to sessions being undertaken. Four weeks' written notice is required for termination of the arrangement, except in exceptional circumstances. Children who transfer to another school will no longer be entitled to attend our clubs so no notice will be required.

All parents/carers using the facilities will be asked to sign a contract detailing payments and procedures. Limited places may be available for use on an ad hoc basis without entering into a formal contract.

We accept salary sacrifice schemes including Busy Bees and Accor for payment. We are also a registered Tax-Free Childcare Provider.

Childcare costs cannot be met from the school's delegated budget and the school must be able to demonstrate sustainability for any childcare places developed.

HIRE OF PREMISES DURING SCHOOL HOLIDAYS

Category 1 – Community use – educational or well-being activities that are led by the school, the local authority or other authorised body are charged at a rate to cover costs.

Category 2 – Private use

Hire of school hall

£14 per hour
£90/day (8.30-3.30)
£60/per half day (8.30-12 or 12-3.30)

Hire of school field

£12 per hour
£60/day (8.30-3.30)
£40/per half day (8.30-12 or 12-3.30)