



# **Beeston Hill St. Luke's C of E Primary School**

## **Charging and Remissions Policy**

**Approved: October 2022**

**To be reviewed: October 2023**

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to the individual parents will be considered jointly by the Headteacher and the Governing Body.

## **Charges cannot be made for.....**

The Governing Body of the school recognise that legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any instruments or other equipment).
- Education provided 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on a trip[ 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 trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education 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.
- Transport provided in connection with an educational trip.

### **Charges may be made for .....**

- Board and lodging on residential visits (not to exceed the cost). *The school will charge*
- The proportionate costs for an individual child of activities wholly or mainly outside school hours (optional extras) to meet the costs for;
  1. Travel
  2. Materials and equipment
  3. Non-teaching staff costs
  4. Supply teachers engaged purely for optional extras
  5. Entrance fees
  6. Insurance costs *(the school will not charge)*
- Vocal and musical instrument tuition. *(the school will charge)*
- Re-sits for public examinations where no further preparation has been provided. *(no charge)*
- Examination fees where pupils fails without good reason to sit the exam. *(no charge)*
- Any other education, transport or examinations where no further preparation has been provided by the school. *(no charge)*
- Any other education, transport or examination fee unless charges are specifically prohibited. *(no charge)*
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils. *(the school will charge)*
- Extra-curricular activities and school clubs. *(no charge)*
- Child Care Provision (am and pm) *(the school will charge)*
- Any extended school activity. *(no charge)*
- Any additional hours (greater than the statutory 15) deemed to be for a child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012. *(no charge)*
- Damage/vandalism/loss to and of school property. *(The school will make a charge)*
- Community Use/Lettings. (Arrangements for the letting of the school premises and charges are contained in the School Letting Policy).

### **Remission**

Children whose parents are in receipt of the following support payments will in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Universal Credit in prescribed circumstances.
- Income Support
- Income based Jobseeker's allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is entitled to Working Tax Credit
- Guarantee element of State Pension Credit
- An income related employment and support allowance.

#### **Other charges are listed below**

- School provides children with a reading bag at no charge. Lost or damaged bags can be replaced by parents at the cost of £5 and can be purchased via the school office.
- Milk is provided for all children in Key Stage 1. Parents are asked to make a donation of £10 per term to cover this. (*remission of charges for the above entitlement will apply*)
- If parents wish their children to have milk in Key Stage 2, a charge of £6 per half term will apply.
- All children have access to the school library. Parents will be asked to make a payment of £5 towards damaged or misplaced library books.

#### **Voluntary Contributions**

- All children in Reception and Key Stage 1 participate in at least one trip per school year. School subsidises all trips but parents may make a voluntary contribution of £15 per trip.
- Children in Key Stage 2 participate in one trip per half term and parents will be asked to make a contribution of £5 per trip.

#### **School Meals**

The Governing Body will determine and publish annually the price to be charged for school meals.