



Charging and Remissions Policy

Policy Written: September 2021

Policy Reviewed: September 2022, 2023, 2024

Next review: September 2025

Updates in Blue

Contents:

Statement of intent

1. Legal framework
2. Charging for education
3. Optional extras
4. Voluntary contributions
5. Freedom of Information Policy and Publication Scheme

Statement of intent

Lowfield Primary School 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.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

1. Legal framework

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

- Education Act 1996
- 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'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

2. 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).
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

3. 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
- 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 out-of-school provision

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.

4. 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. There will be no obligation for parents to make a contribution and 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. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

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 and direct debit or standing order mandates, will not be sent when the school requests contributions.](#)

Area	Policy
Residential courses in school time.	<p>Parents are required to meet the full cost of the residential visit. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p> <p><i>Where applicable parents may complete the request for support form (linked to pupil premium funding)</i></p>
Activities outside school hours not within the National Curriculum	<p>Parents are required to meet the full cost, where applicable. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p> <p><i>Where applicable parents may complete the request for support form (linked to pupil premium funding)</i></p>
Activities within school hours and within the National Curriculum	<p>Parents are asked for a voluntary contribution towards the costs such activities even though they may be part of the normal school day or part of the National Curriculum. Where voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if parents are unable or unwilling to pay, pupils will not be excluded from the activity. However if sufficient contributions are not received the activity may have to be cancelled.</p>
Instrumental music tuition	<p>Where the school provides an 'outside' tutor, parents may be charged, up to the full cost, for the tuition.</p> <p><i>Where applicable parents may complete the request for support form (linked to pupil premium funding)</i></p>
Ingredients/materials for practical subjects	<p>Parents are asked to provide materials for practical subjects, but no pupil will be disadvantaged because of parents' inability / reluctance to pay. Where necessary, school will pay the cost of this.</p>
Damaged or lost school equipment, books, etc	<p>Parents may be requested to replace school equipment, books, etc. which have been lost by their child.</p>
Breakages and damages to school buildings, furniture or property	<p>Wilful damage to school buildings or property by a pupil may be charged to parents by the school.</p>

5. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.