
PETERS HILL PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with the Department for Education's guidance on Charging for School Activities.

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.

We recognise the valuable contribution that a wide range of additional activities, including educational visits and residential experiences can make towards pupils' personal and social education.

Responsibilities

The Governing Body of the School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

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

- 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, 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.
 - Instrumental or vocal tuition, for pupils' learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.
 - entry for a prescribed public examination, if the pupil has been prepared for it at the school.
 - examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
 - education provided on any trip that takes place during school hours.
 - education provided on any 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 has been prepared for that examination at the school.
 - transport provided in connection with an educational visit.

Charges

The Governing Body will make a charge for:

- (a) any materials, books, instruments, or equipment where a child's parent/carer wishes them to own them.
- (b) optional extras (see below)
- (c) individual tuition in the playing of a musical instrument/vocal tuition where the tuition is provided at the parent/carer's request.
- (d) certain early years provision
- (e) community facilities
- (f) breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- (g) fees incurred regarding on-line payments.
- (h) Optional extras are:
 - education provided outside of school time that is not:
 - (i) part of the national curriculum,
 - (ii) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or,
 - (iii) part of religious education
 - examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
 - transport (other than transport that is 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)
 - board and lodging for a pupil on a residential visit
 - extended day services offered to pupils (for example breakfast club, after school clubs, tea and supervised homework sessions)

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

- (i) any materials, books, instruments or equipment provided in connection with the optional extra.
 - (ii) the cost of buildings and accommodation
 - (iii) non-teaching staff
 - (iv) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
 - (v) entrance fees
 - (vi) insurance costs
 - (vii) the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
-

-
- (i) any other education, transport, or examination fee unless charges are specifically prohibited.

Remissions

Children whose parents are currently 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:

- a) Income Support.
- b) Income Based Jobseeker's Allowance.
- c) Income-related Employment and Support Allowance
- d) Support under part VI of the Immigration and Asylum Act 1999.
- e) the guaranteed element of Pension Credit
- f) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed the current year's limit.
- g) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- h) Universal Credit, where the household income is less than the current year's limit (after tax and not including any benefits you get)

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) educational visits where there are additional costs to the school.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary, and a parent is under no obligation to pay.
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) should an educational visit not be financially viable to run, that visit may be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to meet any additional costs incurred by the school.

Date of Policy April 2023

Policy approved

Chair of People and Finance Committee

Appendix 1

Charges Applicable for 2023/2024

Replacement Water bottle	not currently supplied.
Replacement badge (eg Prefect)	£1.20 - £3.00
Replacement reading/Library book	variable dependent upon cost
Wilfully damaged items	variable dependent upon cost
On-line payment fees incurred	1.2% of transaction value

Uniform

Crewneck sweatshirt	£11.50
Cardigan	£13.00
Adult size cardigan	£13.00
V-neck sweatshirt	£11.50
PE bag	£4.00
Shoulder book bag	£8.00

Reviewed & amended February 2015
Reviewed & amended March 2016
Reviewed & amended March 2017
Reviewed & amended March 2018
Reviewed & amended March 2019
Reviewed & amended March 2020
Reviewed March 2021
Reviewed March 2022
Reviewed and amended April 2023
