



Charging and Remissions Policy

Introduction

The aim of this policy is to set out what charges will be levied for activities, what remission will be implemented and the circumstances under which voluntary contributions will be requested from parents. The Governing Body has resolved to make charges as allowed by the Education Reform Act 1988.

School Meals

The charge for a school meal will be set annually by the Finance & Premises Committee as part of the annual budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable, parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email/ text/ letter.

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

Educational visits

The school:

- will seek voluntary contributions from parents/carers where applicable (these contributions are non-refundable in the case of non-attendance)
- will not exclude a child from participating in an activity during the school day on financial grounds

Where 10% or more of parents decline to make the requested voluntary contribution (their identity will remain confidential), or the contributions shortfall is £50 or more, then the visit or activity may not take place.

Residential activities

The school organises an annual residential visit for children in Year 6. The cost of this trip includes board and lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The Governing Body's policy is for the school to cover the cost of any additional teacher time necessary to lead the trip.

Parents will be given the option of a payment plan to spread the costs of the residential visit.

The costs of residential activities can be high and such activities may only continue to be available if sufficient costs are recovered.

Music Tuition

Instrumental tuition or singing lessons do not form part of the curriculum but are an additional activity arranged by the school and delivered by specialist tutors either on an individual basis or as part of a group, following parental request. The cost of such lessons is dependent on the charges applied by the tutors, the size of the group, the duration and frequency of each lesson.

The school operates on full cost recovery basis. However, in order to ensure equal opportunities for all pupils, charges for music tuition within school hours for pupils eligible for free school meals or children in care will be considered for remission in accordance with this policy (see remissions section).

Extra-curricular activities

Curriculum related clubs

The school will endeavour to offer the children a range of optional extra-curricular activities to widen their experiences eg. football, athletics, netball, dance etc. Our sports' clubs are free of charge to our children, but parents will be asked for payment where outside contractors are employed to run these clubs. Parents are expected to pay for these clubs in advance and non-payment may result in action being taken to recover any debt.

Parents/carers will be advised of any such costs before their child is allowed to undertake any such activity and participation will be on the basis of the parents'/carers' willingness to pay the charges.

Please refer to the Payments and Debt Collection Policy.

Breakfast club

Charges apply in accordance with the rules laid down in the school's separate Breakfast Club agreement, which must be signed by parents/carers before their child is left in the care of breakfast club staff

After school club

Charges apply in accordance with the rules laid down in the school's separate After School Club agreement which must be signed by parents/carers before their child is left in the care of after school club staff

Other areas:

Charges apply:

- books and materials belonging to the school that a pupil has lost
- books and materials that a parent wishes a pupil to keep after having been advised of the cost
- activities taking place outside school hours that are not part of the school's curriculum
- property damage – each individual case to be decided upon by the Headteacher
- full repair costs incurred as a result of wilful or reckless damage to school property by a pupil or parent/carer
- full recovery of costs incurred by the school as a result of damage caused by a pupil to third party property

No charge applies for:

- activities taking place during school hours except any of those listed above
- transport during school hours for school-organised activities except for educational visits as detailed above
- activities outside school hours that are part of the set curriculum, including sports matches against other schools
- admissions, except in the case of failed appeals where costs may be recovered.

DBS checks

The school will cover the cost of DBS checks for all employed staff.

The school will cover the cost of DBS checks for volunteers with a regular commitment to the school.

Charging in Kind

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

Miscellaneous Charges

The Headteacher, Finance & Premises Committee or the Governing Body may levy charges for miscellaneous services as follows:

- photocopying (costs dependant on number of pages, minimum of 10p per page)
- signing passport forms - £5.00 per passport

Methods of Payment

Payments should be made via the school's on-line payment system – School Gateway

The school no longer accepts cheques or cash as methods of payment, except in exceptional circumstances.

Special Needs

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently to any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Date approved: September 2020

Approved by: Leverton Primary School Governing Body

Date Reviewed: September 2025

Next review: September 2026