



# Thaxted Primary School

# Charging and Remissions Policy

<b>Policy Date:</b> Autumn 2021	<b>Review Date:</b> Autumn 2023	<b>Responsible Person:</b> Headteacher <b>In Conjunction with:</b> Business Manager
<b>Other Policies to be read in conjunction with this policy:</b>		Lettings Policy After-school and Breakfast Club Educational Visits

This policy was approved by the Full Governing Board on the 15/10/2021

Our school aims to:

- 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 be made

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

## **1. SWIMMING**

The school organises swimming lessons for one year group of children at a time. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of transport to and from the pool, provision of a lifeguard / specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place and we ask for permission for their child to take part.

## **2. EXTRA-CURRICULAR CLUBS**

Where these activities run outside of normal school hours, (ie. sports clubs, homework club, art club) a charge may be made to cover costs of equipment, teaching or non-teaching staff, specialist staff/coaches or materials used.

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 parent's willingness to pay the charges.

Parents/carers are able to claim remission from such charges in accordance with the guidance below.

## **3. BREAKFAST AND AFTER-SCHOOL CLUBS**

Charges apply in accordance with the rules laid down in the school's separate Breakfast and After-school Club policies.

## **4. MUSIC TUITION**

All children study music as part of the normal school curriculum. We do not charge for this. Extracurricular clubs such as choir, orchestra or recorder are also without charge.

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 a 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).

## 5. RESIDENTIAL VISITS

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

Charges that apply:

- travel costs – transport to and from the residential activity
- board and lodging
  - full cost of board and lodging on residential trips whether or not it takes place during school hours
  - parents / carers will be informed of the cost before the activity takes place
- full cost recovery for residential activities that take place outside of school hours

N.B. The school will subsidise the cost of any residential trip for children of families claiming free school meals

No charge applies:

- where parents / carers in receipt of certain benefits may claim exemption in accordance with the remissions guidance below
- for education costs incurred on any visit during school hours
- for education costs incurred on any visit outside school hours if it part of the school's curriculum

## 6. SCHOOL MEALS

The charge for a school meal will be set annually by the governing body following consideration of the Catering Business Plan as part of the annual budget setting process.

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

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/ letter. Any parents/carers who are in arrears will be asked to provide a packed lunch until the debt is settled. If the debt is beyond £30.00 and a packed lunch is not provided the child will be given a very basic packed lunch, provided by the kitchen. Debts will always be pursued.

## 7. EXAMINATION FEES

There is no charge when:

- an exam is part of the curriculum
- an exam is on the school's set examinations list
- the pupil has been prepared for that exam by the school
- the exam is not on the set list, but has been arranged by the school

Charges do apply when:

- the pupil has not been prepared for the exam by the school

- the pupil wishes to re-sit an exam

## 8. 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
  - part of a syllabus for a public examination that the pupil is being prepared for by the school
  - part of the school's basic religious education
- 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
- for transport during school hours for school-organised activities except for educational visits as detailed above
- for activities outside school hours that are part of the
  - set curriculum including sports matches against other schools / academies
  - syllabus for a public examination that the pupil is being prepared for by the school
  - school's basic religious education syllabus
- for admissions, except in the case of failed appeals where costs may be recovered.

## 9. VOLUNTARY CONTRIBUTIONS

The school may, from time to time, ask parents/carers for voluntary contributions to the school's general funds in order to assist with the provision of resources to enhance their children's education. There will be no pressure exerted and any contribution will be gratefully received.

Where the voluntary contribution applies to an educational visit or extra-curricular activity, if the sufficient level of contributions is not achieved, that activity will be cancelled; any monies already collected will be refunded to the relevant parents/carers. No child will be excluded from participating in an activity during the school day on financial grounds.

## 10. 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.

## **11. REMISSIONS**

The Headteacher and Chair of Governors will authorise the remission of charges in all cases. The school will consider the remission of charges to parents or carers who receive the relevant support payments (in accordance with the current DfE listing) which make their child/children eligible for free school meals and for children in care.

All claims for remission of charges should be addressed to the Headteacher and will be dealt with confidentially.

The school may decide to subsidise part or all of the payment of some charges for certain activities and pupils; each event or case will be considered individually by the Headteacher and the governing body.