

# St Laurence Church Infant School

## Charging and Remissions Policy



Approved By:

Whole Governing Board

Last Reviewed on:

January 2024

Next review due by:

January 2025

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## Aims

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

## Legislation and guidance

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.

## Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## Roles and responsibilities

### The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance staffing and Site Committee.

### Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

### Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

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## Where charges cannot be made

Below we set out what we **cannot** charge for:

### Education

- Admission applications
- Education provided which is part of the curriculum entitlement for all children and which take place wholly or mainly in the school day (including educational visits, the supply of any materials)
- Education provided outside school hours if it is part of:
  - The National Curriculum or Early Years Foundation Stage curriculum
  - Religious Education
- Instrumental tuition, unless the tuition is provided at the request of the pupil's parent

### Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

## Where charges can be made

Below we set out what we **can** charge for:

- Wraparound care offered to pupils in breakfast or after school club.
- Education provided outside of school time that is not part of the curriculum, for example optional after school activity clubs or instrumental tuition at the request of the pupil's parent.
  - Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
  - Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.
  - For each activity, parents will be notified of how the charge is calculated. For regular activities, parents will be informed of the charges for the coming year.

Parental agreement is necessary for the provision of an activity which is to be charged for.

## Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

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Some activities for which the school may ask parents for voluntary contributions include school trips, special visitors to school, sports activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

Any request for a reduction in voluntary contributions will be considered sympathetically. Notification of voluntary contributions will be made in advance and payment may be in instalments.

It may be necessary to have substantial voluntary contributions in order for an activity to go ahead. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## Remissions

In some circumstances the school may not charge for activities where charges are normally be made. If parents are in receipt of any of the following benefits, they may request that school fund their child's activity by contacting the headteacher.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year - after tax and not including any benefits)

## Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the ~~Finance, Buildings and Site Committee.~~ Whole Governing Board.

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