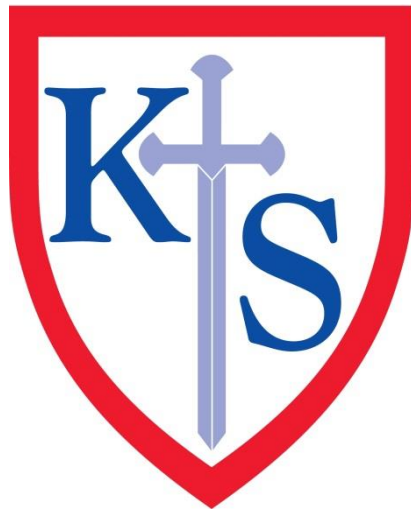


Kingsland CE Primary School

Charging and Remissions Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God’s children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

September 2023

Kingsland CE Primary School

Charging and Remissions Policy

Date for full implementation: September 2023

Review date: September 2026

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Statement of intent

Kingsland CE 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. This policy and procedure is subject to 'The Equality Act 2010' which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

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

1. Basic Principles

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) '[Charging for School Activities](#)'
- DfE (2015) 'Governors' Handbook'

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

2. Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled, any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for a voluntary contribution include:

- swimming
- school visits
- enrichment activities e.g. external drama group

3. Breakfast Club, Stay and Play Club, and After School Clubs

The School will charge parents for these services provided out of school hours. The scale of charges will be reviewed by the Resources Committee of the Governing Body on an annual basis.

4. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be reviewed annually by the Resources Committee of the Governing Body.

5. Instrumental music and LAMDA tuition

Instrumental music and LAMDA tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition and any exams taken. Parents are invoiced directly by the individual music teachers.

6. Damaged or lost items

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Head Teacher or Resources Committee of the Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

7. Remissions

If the parent / carer of a pupil is in receipt of Free School Meals / Pupil Premium, the Head Teacher or Resources Committee of the Governing Body may choose not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances e.g. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

8. Extra-Curricular Activities run by External Providers

External providers will set and collect their own charges.

9. Other charges

The Head Teacher or Resources Committee of the Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying, craft activities.

10. Exceptions

The Head Teacher or Resources Committee of the Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

11. Scale of Charges

These will be reviewed by the Resources Committee of the Governing Body on an annual basis.

12. Incurring debt

Parents are requested to pay for 'Breakfast Club' and 'Stay and Play Club' in full before the children attend the club. If a level of debt is incurred above £50 per child between the two clubs, the school reserves the right to remove the offer of a place at the clubs until the debt is paid in full. Parents are encouraged to discuss any financial concerns confidentially with the school.