Farsley Springbank Primary School

'Be the best you can be.'

CHARGING AND REMISSIONS POLICY

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.

RESPONSIBILITIES

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges cannot be made for:

The Governing Body of the school recognises that 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.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if the tuition is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at school.
- Examination resits if the pupil is being prepared for the re-sit 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 or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
    - Travel
    - Materials and equipment
    - Non-teaching staff costs
    - Supply teachers engaged purely for optional extras
    - Entrance fees
    - Insurance costs.
- Vocal and musical instrument tuition.
- Resits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to set the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity.
- Damage/vandalism/loss to and of school property.
- Community use/Lettings. (Arrangements for the letting of the school premises and charges are contained in the Letting Charges Policy.)

Remission

Children whose parents are in receipt of the following support payments will, on 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;

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999.
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,190 for 2013-2014. (In respect of this item account will need to be taken of any revision to the amount.)
- Guarantee element of State Pension Credit.
- An income related employment and support allowance.

Voluntary Contributions
Parents will be invited to make a voluntary contribution for the following;

- Visits, visitors and trips within school hours

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

1. That the contribution is genuinely voluntary and a parent is under no obligation to pay.

2. 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.

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

Voluntary contributions will be used to;

- Cover the costs of the expenses incurred.

School Meals
The Governing Body will determine and publish annually the price to be charged for school meals.

This policy will be reviewed every 3 years unless circumstances require earlier review.

Policy approved by Resources Committee Date: 16/06/2026

Date of Policy review: October 2029