

**Charging and Remissions Policy**

**Aims of this Policy**

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 and will not be made
* Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

**Legislation and Guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) and [the Education Act 1996](http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III), sections 449 to 462 of which set out the law on charging for school activities in England.

It’s also based on guidance from the DfE on [statutory policies for schools and academy trusts](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts)

**Definitions**

**Charge**: a fee payable for specifically defined activities

**Remission**: the cancellation of a charge which would normally be payable

**Charging**

All education during school hours is free in accordance with section 106(4) of the 1988 Education Reform Act. We do not charge for any activity undertaken as part of the National Curriculum.

**Books / Materials**

There will be no charge for books or materials except when a child wilfully damages school property. The charge incurred will be to replace like-for-like the lost or damaged items.

**Photocopying**

Personal photocopying will be at the discretion of the Headteacher. Charge to be advised upon request.

**Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We give parents information about additional music tuition at the start of each academic year

**Voluntary Contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. If a parent wished their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as “optional extras”. This list is not exhaustive:

* visits to museums
* sporting activities which require transport expenses
* outdoor adventure activities
* visits to or by a theatre company
* school trips abroad
* musical events
* residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging. If we cannot raise sufficient funding through these charges, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

If a parent wished their child to take part in a residential trip and is unable to meet the cost, a payment schedule would be agreed between the Headteacher and parents. Sometimes the school pays additional costs in order to support the visit.

**Swimming**

The school organises swimming lessons for all children in Key Stage 1 and 2. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons but we do ask parents for a contribution towards the cost of transport and swimming instructors.

**Private Lettings**

Charges are made for private lettings in accordance with the scale of charges set out for directed community use of premises by the Local Authority and include VAT as appropriate. The Headteacher may use discretion regarding payments.

**School meals**

Children in Reception, Year 1 and Year 2 are able to receive free school meals.

Children in Year 3, 4, 5 and 6 are required to pay for school meals. Dinner money is payable in advance for meals and therefore should be paid on Monday every week, or on the day. £2.10 per child meal, £3 per adult meal. Parents will be informed of any increases in the cost of school meals. Guidance on meal prices is obtained from the LA. Failure to pay for the meals taken will result in:

1. A reminder letter will be sent the following week - via email

2. If the outstanding monies are still not received, the school will contact the parents, by phone and/or email, informing them of the arrears incurred leading up to the current day.

3. At the end of the second week, if payment is still outstanding, a letter will be sent saying that their child/ren CAN NOT take any more school meals until the arrears have been cleared.

**Nursery Charges**

3 and 4 year old provision - £3.50 per hour, in addition to the 15/30 hours. (Please note that any additional hours purchased will be chargeable should the child be absent due to sickness or holiday as staffing ratios will be maintained throughout the year according to numbers scheduled to attend.) Lunchtimes are chargeable at a cost of £2.10 per session and include lunch.

2 year old provision - £3.50 per hour, in addition to 15 hours.

Additional Nursery Provision Payments

If payment has not been received by the invoice due date

* A polite reminder will be issued
* Any outstanding payment will incur a £10 charge
* In the unlikely event, this remains unpaid children will be unable to take any further paid sessions the following month.

**Before and After School Club Charges**

Before School Club runs from 7.45am to 8:45am, costing £3 per session, including light breakfast. After School Club starts at 3:30pm to 4:30pm, costing £3 per session.

**Statutory remission**

In some circumstances, the school may not charge for items or activities set out in this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

* 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 you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
* 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)

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

Confirmation the Charging Policy in respect of Belford Primary School has been discussed by the Governing Body

Signed by:

 Chair of Governors: Phil Green Date: 10.08.23

Headteacher: Lorna Rainey Date: 10.08.23