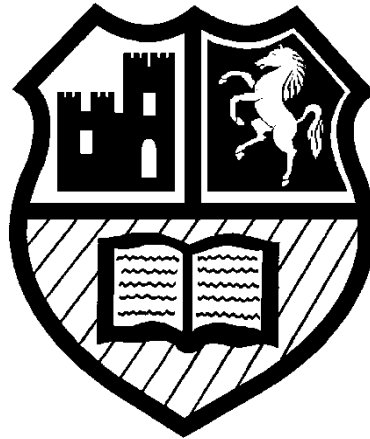


Otford Primary School



Charging and Remissions Policy

Reviewed and Approved by FGB (Finance Committee)

Date January 2025

For review (every 2 years) January 2027

Charging and Remissions Policy

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.50am-3.30pm

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of head teacher, other staff, governors

The **head teacher** will ensure that the following applies:

During the school day

All activities that are a **necessary** part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

There will be no charge for any activity that is an **essential** part of the syllabus for an approved examination or test unless:

- ◆ The examination or test is on the set list, but the pupil was not prepared for it at this school
- ◆ The examination or test is not on the set list but we arrange for the pupils to take it
- ◆ A pupil fails without good reason to complete the requirements of any examination or test where the governing body or the LA originally paid or agreed to pay the entry fee.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

Residential visits

Charges will be made on residential visits which are part of the national curriculum for board and lodging, except for pupils whose parents are in receipt of proof of Universal Credit, Income support, Income based Job seekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax credits provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and Income related employment and support allowance that was introduced on 27th October 2008.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

Music Tuition

Charges may be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus, for example guitar lessons.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example Art Club where charges will be made to cover the cost of materials or sports clubs such as football or Ju Jitsu where equipment or instructors' costs need to be met. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

Activities provided outside of the school day can be provided by external partners. If the activity is run by an external partnership all charging and income collection will be the responsibility of the external partner not the school. All enquiries regarding the activity or fees should be directed to the external partner.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through the discretion of the school.

Parents who would qualify for support are those who are in receipt of Universal Credit, Income support, Income based Job seekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax credits provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and Income related employment and support allowance that was introduced on 27th October 2008.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Voluntary Contributions

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs, for example swimming, off site visits visiting theatre groups, cycling proficiency or day trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage.

If insufficient voluntary contributions are raised to fund a visit or activity, or the school cannot fund it from some other source, then it will be cancelled. Due to the financial constraints of school budgets, the school will have to ensure that the cost of the activity/visit can be met without any negative financial impact.

Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

It will seek to evaluate the impact of the school's extended services on those children in need of additional support by reviewing the above financial report and by considering the number of services which had to be cancelled during the academic year through lack of funding for individuals or a group.

Links to legislation and guidance documents

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

[Gov.UK Charging and Remissions Guidance](#)