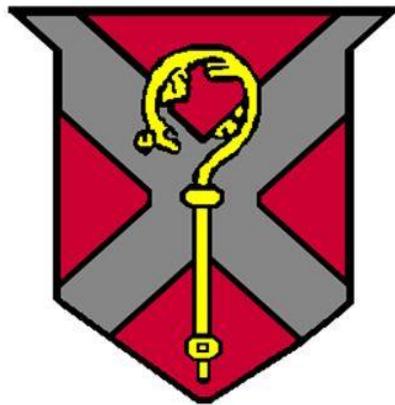




Workshop Priory C of E Primary Academy



Charging and Remissions Policy

February 2025

Summary of changes

Date:	Summary of changes
9/1/25	✓ Policy Reviewed ✓ Removal of reduced charges for lump sum payments in Nursery provision

Legal Framework

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

- Education Act 1996
- DfE Charging for Academy Activities 2014
- DfE Governance Handbook 2017
- Equality Act 2010
- Academies Financial Handbook
- SEND Code of Practice

1. Schools admissions

There will be no charge relating to a pupil's admission to school if they are accessing the free 15 hour entitlement in EYFS, or a pupil is of statutory school age and attending the school full time. In these cases, the ability of parents to contribute to the school, either financially or in any other way, is not to be a consideration when deciding whether to admit a pupil. No parent will be asked to make a contribution of any kind prior to a pupil's admission.

Where a pupil is eligible for the free provision of extended hours (30 hours per week) no charge shall be made for the provision of their education. However, a charge for school dinners is made at the current agreed rate for a children's school meal.

Where pupils do not qualify for the free extended 30 hour provision, the school still offers an additional top-up of hours for the other half of each day. There is a charge of £20 per day for parents who wish to buy into this service. The cost includes:

- ✓ Attendance at Breakfast Club
- ✓ A school dinner provided at the expense of the school
- ✓ Attendance at Twilight club

Payment for each week must be made in advance, at the latest by 9am on the first day of the child's attendance that week.

Places are allocated on a first come-first served basis, depending on the staffing capacity at any given time

2. Educational activities taking place during school hours

No charge will be made for any activity which takes place during school hours, including any materials, books, instruments or other equipment (excluding clothing or additional equipment that the parents wishes for them to own) provided in connection with the activity. The cost of such activities will be contained within the funds available to the school, such as the school's budget or school fund.

"School hours" are defined as being those hours during which the school is in session, but excluding the mid-day break.

Clothing is excluded from the definition of 'equipment' under the Education Act. Thus parents can still be expected to provide items of clothing, such as painting aprons and football boots.

Charges may be made for any additional materials, books, instruments or equipment where the pupil's parent wishes him or her to own them.

3. Educational activities taking place outside school hours

A charge may be made for activities taking place outside school hours EXCEPT where the activities are required either:

- a) as part of the syllabus of a prescribed public examination; or
- b) to fulfil statutory duties relating to the National Curriculum or religious education, in which case no charge will be made, with the exception of board and lodging charges for a residential visit (but see paragraph 18 below).

Parents of participating students will not be asked to subsidise other students taking part in the visit. The cost of any students whom the charge for a school activity has been remitted will be met from the school's budget or school fund.

An amount may be charged in relation to a) any materials, books, instruments or equipment provided in connection with the optional extra; b) teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The cost of any teacher employed by the governors will not be charged to participating students. Teachers who organise or participate in such visits do so as a voluntary activity and it is the policy of the Governing Body not to make additional payments to teachers for such activities. However, the Governing Body is grateful to the large number of teachers who continue to volunteer in this way and it is important to note that costs incurred by teachers in providing the optional extra may be included in the charge to students.

A pupil's participation in any 'optional extra' will be a matter for parental choice and on the basis of their willingness to meet any charges which are applicable. The agreement of parents is therefore a necessary prerequisite to a pupil's inclusion in any such activity.

It will be for the Governing Body to determine whether any charge should be made and, if so, the amount.

4. Transport

No charge may be made for any transport provided to convey students between school sites, or between the school and any other place where educational provision has been arranged by the school or LA during school hours, e.g. swimming pools, off-site playing fields or sports centres, other schools under consortium arrangements or colleges or further education under a link scheme.

5. School visits and other activities taking place partly during and partly outside school hours

Many school visits and other activities will inevitably take place partly during and partly outside school hours. The Act therefore provides a basis for determining whether an activity is deemed to take place wholly during or wholly outside school hours for the purposes of charging arrangements: Day visits and non-residential activities

A day visit or activity is deemed to take place during school hours if 50% or more of the time spent on the activity, including any connected travel, occurs during school hours. In those circumstances no charges may be made for anything connected with the visit or activity, including transport and admission to places of interest. The cost of such a visit or activity will be made from within the funds at the school's disposal.

6. Residential visits and activities

A residential visit or activity is defined as being one which involves students spending one, or more, nights away from home. Such a visit or activity is deemed to take place during school hours if the number of school sessions taken up by the visit or activity is 50% or more of the number of half days involved (in this connection a 'half day' is defined as any period of 12 hours ending at noon or midnight on any day.) Thus a residential trip taking place in term-time from noon on Wednesday to 9.00pm on Sunday (9 half days; 5 school sessions) would be regarded as taking place during school hours; a trip lasting from noon on Thursday to 9.00pm on Sunday (7 half days; 3 school sessions) would not.

If a residential visit or activity is deemed to take place during school hours no charge will be made except for board and lodgings. This charge must not exceed the actual cost of the board and lodgings provided and cannot include the cost of alternative provision – including supply teacher cover – for those students who do not wish to participate.

Remission applies if a pupil's parents are eligible for:-

- ✓ Income Support (or Universal Credit)
- ✓ Income –based Job Seeker's Allowance
- ✓ An income-related employment and support allowance
- ✓ Support under Part V1 of the Immigration and Asylum Act 1999
- ✓ Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190 (September 2010)
- ✓ The Guarantee element of State Pension Credit 4 20.

If a day or residential visit or activity is deemed to take place outside school hours an appropriate charge will be made unless the visit or activity is required either:

- a) as part of the syllabus of a prescribed public examination; or
- b) to fulfil statutory duties to the National Curriculum or religious education, in which case no charge will be made, with the exception of board and lodgings charges for students involved in residential visits or activities.

These charges, too, will be wholly remitted if a pupil's parents are eligible for one or other of the benefits listed above AND the visit or activity forms part of the syllabus of a prescribed public examination or is provided specifically to fulfil statutory duties under the national curriculum or relating to religious education.

It will be seen above that it will be necessary in some circumstances to identify students whose parents are in receipt of certain benefits if charges are to be made for the board and lodging element of a residential visit. The school may not be immediately aware of all cases where parents are in receipt of these benefits. It will be necessary, therefore, when a school proposes arranging an activity for which a charge for board and lodging can be made and where statutory remission arrangements apply, for the parents of all the participating students to be advised of the statutory entitlement to remission. This will ensure that those parents in receipt of these benefits are aware of their entitlement and have the opportunity to claim remission.

7. Entry for public examinations

No charge will be made for a pupil's entry to any prescribed public examination (*including re-sits) for which the pupil has been prepared at the school, whether during or outside school hours. Parents and students will not be required to provide or pay for any books, materials, instruments or other equipment (excluding clothing) necessary for the purposes of the examination entry. Details of the public examinations which are prescribed for this purpose are set out in Appendix 3. *However, if a pupil fails without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents or if the pupil requires a higher grade.

The Governing Body is required to enter a pupil for each examination in a syllabus for a prescribed public examination for which the pupil has been prepared for entry by the school except where, in the opinion of the Governing Body, there are educational reasons for not doing so or where the pupil's parents request in writing that the pupil should not be entered.

Governors are required to inform parents in writing as soon as it has been decided for which examinations students should be entered. In practice, responsibility for these arrangements will be delegated by the Governing Body to the Head.

Examination entry fees will be recovered from parents if a pupil fails without good reason to complete the requirements for any public examination for which the Governing Body has paid, or is liable to pay, fees. Failure to complete the examination requirements may include failure to complete the coursework requirements or failure to sit final examinations. It is a matter for the Governing Body to determine what constitutes a good reason in this respect.

8. Music Provision

No charge will be made for class music tuition during school hours. Music tuition, whether group or individual, forming part of the syllabus for a prescribed public examination or required by the National Curriculum will also be free, whether it is provided during or outside school hours.

No charge will be made for group musical activities, e.g. school orchestras, which take place during school hours.

Individual music and vocal tuition not forming part of the syllabus of a prescribed public examination or required by the National Curriculum, may be charged for, provided parental agreement is obtained before a pupil is given the tuition. The charge can include the cost of the teacher giving the tuition as

well as the cost of sheet music and the hire and insurance of a musical instrument. This is the only activity taking place wholly during school hours for which a charge may be made.

The cost of tuition for groups of 5 or more students will be met by the school.

9. Voluntary contributions

The restrictions on charging for activities do not in any way prohibit the school from seeking voluntary contributions from parents for the benefit of the school or towards any school activities. Any such contributions must, however be genuinely voluntary. It will therefore be made clear to parents if contributions are requested that:-

a) there is no obligation to contribute; and

b) that students will not be treated differently according to whether or not their parents have contributed

Thus, for example, parents may be invited to make a contribution towards a school visit planned to take place during school hours but no pupil may be omitted from the visit if the pupil's parents decline to contribute for whatever reason.

If an activity cannot take place without voluntary contributions, this should be made clear to parents. An initial letter to parents in those circumstances could explain the nature of the proposed activity and its educational value. The letter should indicate the contribution per pupil which would be required if the activity were to take place. It should also emphasise that there would be no obligation to contribute and that no pupil would be excluded from the activity because his or her parents were unwilling or unable to contribute. However, the letter should make it clear that the activity would not take place if insufficient parents were able to support it.

There is no limit to the level of voluntary contribution which parents or others can make towards school activities. A request for a contribution towards the cost of a school visit could, for example, include an element to cover the cost of subsidising students from low income families or the costs incurred by accompanying teachers.

10. Breakages and fines

Parents will be asked to pay for the cost of any damaged, lost or broken items resulting from a pupil's misbehaviour.

Policy reviewed: February 2025

Next renewal: February 2026

Signed Chair of Governors: Fr. Spicer

Date: 23/1/25

Signed Headteacher: K. Houghton

Date: 10/1/25