CHARGING & REMISSIONS POLICY 26/27

GENERAL STATEMENT

This policy takes guidance from the DfE Policy – 'Charging for School Activities' and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

This Policy will be reviewed on an annual basis by the School's Management Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School's position on charges, remissions and lettings.

If a school chooses to apply a charge for a particular activity then it should make information available to parents as to how the charge has been calculated as well as details of support for those on low incomes or in receipt of specific benefits.

ACTIVITIES SCHOOLS CANNOT CHARGE FOR

The following list of activities cannot be charged for by school governing bodies and local authorities:

a) an admission application to any state funded school (paragraph 1.9(n) of the School Admission Code 2014 rules out requests for financial contributions as any part of the admissions process);

b) education provided during school hours (including the supply of any materials, books, instruments or other equipment; sports activities such as swimming lessons and professional coaching; author visits);

c) 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;

d) instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;

e) entry for a prescribed public examination, if the pupil has been prepared for it at the school; and

f) examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

ACTIVITIES SCHOOLS CAN CHARGE FOR

Schools and local authorities can charge for the following:

a) Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them, i.e. a charge can be made to cover the cost of materials or ingredients required for design or food technology subjects where parents have indicated in advance that they would like their child to bring home the finished product;

b) Optional extras (see section below);

c) Music and vocal tuition, in limited circumstances (see section below);

d) Certain early years provision; and

e) Community facilities.

VOLUNTARY CONTRIBUTIONS AND RESPONSIBILITIES OF STAFF

A school can request voluntary contributions for the benefit of the school or any school activity.

The Head Teacher or Governing Body should, from the outset, make clear to parents:

- If an activity is reliant upon voluntary contributions and cannot be funded from any other sources;
- That there is no obligation to make a contribution as it is voluntary, not compulsory;
- That the activity will be cancelled if insufficient contributions are received to fund it; and
- The school's policy for allocating places on school visits.

A child should not be excluded from an activity if his/her parents are unwilling or unable to pay and indeed their child should still be given an equal chance to go on the visit. Parents must not be made to feel pressurised into paying as it is a voluntary not compulsory contribution and schools should not send colour coded reminder letters or direct debit / standing order mandates when requesting contributions.

OPTIONAL EXTRAS

Charges can be made for providing materials, books, instruments or equipment where an optional extra is being provided. Participation in optional extra activity is a matter of parental choice and a willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

Optional extra charges may be made in the following circumstances:

- Education that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education is provided outside of school time;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport, other than that required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit; and
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions.

IN CALCULATING THE COST OF OPTIONAL EXTRAS AN AMOUNT MAY BE INCLUDED IN RELATION TO:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers); and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

THE CHARGE PER PUPIL SHOULD NOT:

- exceed the actual cost of providing the optional extra divided equally by the number of pupils participating;
- include any form of subsidy for other pupils wishing to participate whose parents are unwilling or unable to pay the full charge
- include the cost of any alternative provision for other pupils not wishing to participate in the optional extra where a small proportion of the optional extra takes place during school hours; or
- include the costs of supply teachers contracted to cover for teachers who are away from school accompanying pupils on a visit as they are seen to be providing education during school time, not an optional extra.

OPTIONAL EXTRAS

Loans of Ipads and/or laptops/Chromebooks to pupils will require parents/carers to sign an agreement before the item is loaned. The agreement states that if the device is lost, stolen or suffers accidental damage, the minimum cost liability will be £250.

There will also be a nominal charge for lost/damaged device charging cables, mice, cases and protective sleeves. The current cost for a lost charger is £10. Other cots will be calculated on a case-by-case basis and parents/carers will be notified of the charge payable to the school for the replacement item(s).

SWIMMING

Parents are asked to make a contribution towards the cost of swimming programme for pupils in Year 3 to Year 6. The charges offset the charge made to school for swimming tuition. The costs are currently £3.50 per session.

MISCELLANEOUS ITEMS

The school also has the right to make a charge for damaged school property or equipment. There is a standard charge of £3 for lost books and £1 for lost or damaged reading record books.

EXTRA-CURRICULAR CLUBS

The school offers a range of extra-curricular clubs which are provided by school based staff or external providers. To cover the costs of the provision, a standard charge will be calculated for pupils to attend the sessions. Parents/carers will be notified of the costs before the club starts and payment will be made via Arbor. On occasion, the costs will vary depending on the type of club and the costs charged to school by the external provider.

TRANSPORT

Schools cannot charge for:

a) Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;

b) Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated;

c) Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and

d) Transport provided in connection with an educational visit.

MUSIC TUITION

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. Charges may now be made for vocal or instrumental tuition provided either individually or to groups of any size provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.

Charges may not be made where the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.
Charges may not be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

RESIDENTIAL VISITS

Schools cannot charge for:
a) Education provided on any visit that takes place during school hours (provided by school);
b) Education provided on any visit 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; and
c) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for board and lodging but the charge must not exceed the actual cost. Parents/carers can request financial support to help cover the costs of the visit. For sums over £35, an instalment plan will be applied.

ELIGIBILITY FOR REMISSION FOR RESIDENTIAL VISITS

Section 200 of the Education Act 2002 outlines the eligibility to entitlement for board and lodging costs for residential visits. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove that they are in receipt of certain benefits will be exempt from paying the cost of board and lodging: The current criteria is the same as for Free School Meals; an up to date list can be found on the NYC website:
https://www.northyorks.gov.uk/free-school-meals

Children who get paid these benefits directly, instead of through a parent or guardian, may also be exempt from paying the cost of board and lodging.

EDUCATION PARTLY DURING SCHOOL HOURS

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. A charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Non-Residential Activity

If at least 50% of the non-residential activity occurs during school hours then it is deemed to take place during school hours. Travelling time is included in the calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours.

Example: An excursion to a theatre production involves the pupils leaving school an hour before the end of the school day but the activity does not finish until late in the evening. This will be an activity deemed to have occurred outside of school hours.

Residential Visits

In the case of a residential visit, if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours – even if some activities take place late in the evening. Whatever the start and finish times of the school day, Regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Pupils are away from noon Wednesday to 9pm Sunday. This counts as 9 half days including 5 school sessions. The 5 school sessions are more than 50% of the number of half days spent on the visit therefore the visit is deemed to have taken place during school hours.
Example 2: Pupils are away from noon Thursday to 9pm Sunday. This counts as 7 half days including 3 school sessions. The 3 school sessions are less than 50% of the number of half days spent on the visit therefore the visit is deemed to take place outside school hours.

EXTENDED SCHOOLS

Le Cateau Community Primary School provides a term time only breakfast club for 2-11 year olds. Parents will be charged for use of the service and the session times and charges are as follows:

- Breakfast Club: 7:30am until start of school - £5.50 per session including food options

EARLY YEARS

School will charge a holding deposit of £50 per EYFS pupil which will be refunded providing the child is on roll at the termly census count. This is for pupils who are eligible for the 30 hour placement only. Payments will be made by bank transfer to Le Cateau Community Primary School. Refunded deposits will be paid via BACS into the parent/carer's bank account.

Nursery Charges for Additional Sessions over the government funded hours

Nursery session timings:

- AM 8:45 am – 11:45 am
- PM 12:30 pm – 3:30 pm

If spaces allow, we will charge for any additional hours, over your entitlement, taken up in both the Foundations Stage 1 and Governor-Led 2 year old provision.

3 and 4 year old children

Universal Funding – All 3&4 year olds are eligible for up to 15 hours per week.

Extended Funding – Eligible working family entitlement up to 15 hours per week.

2 year old children

Early Learning for 2 year olds – Eligible families in receipt of government support, e.g Universal Credit or looked after children/adopted.

Expanded funding - Eligible working family entitlement up to 30 hours per week

All government funded hours must always be completely free at the point of delivery. Any charges must not be mandatory. A valid signed parental agreement will be required in relation to the government funded entitlement.

Additional sessions over the government funded entitlement may be available but this is dependent upon the number of children who are attending for funded sessions. Sessions will consist of 3 hours and will be charged at £30 per session for the Governor-Led 2 year old provision . The parental agreement should include details of the additional chargeable sessions which will only be guaranteed for the duration of 1 term with the agreement being put into place each term to define requirements, again dependent upon availability.

Voluntary Optional Charges

- Meals – a school meal may be provided by full day nursery pupils at a cost of £2.40 and this will cover the 45 minutre break in sessions between the morning and afternoon session. No charge is made for the session itself, only the cost of the meal.
- Snacks – healthy and nutritious nursery snacks are charged for all nursery children at 10p per session. For children attending for 15 hours AM sessions or 15 hours PM sessions, this is 50p per week.For pupils attending for 30 hours, the charge is £1 per week.

Invoicing and Payment Procedures

All charges are invoiced on Arbor.

Non Attendance or Cancellation

There will be no refunds (full or part) for non attendance of chargeable sessions.

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below)

Free School Meals

For further information on the eligibility criteria for free school meals and the application process please speak to a member of staff.

IMPORTANT NOTE:

Any sums payable by parents for optional extras such as unpaid nursery fees, extended school provision etc to which they have agreed in writing, or for board and lodging shall be recoverable as a civil debt and may also be subject to late payment charges.

Late Payment Charges:

Charges will be levied at the higher of £5.00 or 5% (change as necessary)of the outstanding debt, to cover associated administration costs.

Adopted by Full Governing Body	22nd October 2026
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Next Review Date (Annual)	September 2027