

Caroline Haslett Primary School & Faraday Club



Charging & Remissions Policy

Date of Issue: May 2025

Date of next review: May 2026 (or earlier in the event of legislation changes)

Approved by the Headteacher on:

Signed: _____(Headteacher) **Date:** _____

Approved by the Governing Board on:

Signed: _____(Chair of Governors) **Date:** _____

Charging and Remissions Policy 2025

Introduction

This Charging and Remissions Policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because their parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for a voluntary contribution include:

- School Trips
- Enrichment activities e.g. external drama group

Faraday Breakfast and After School Club

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the governing board, on an annual basis.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually, by the resources and personnel committee.

Remissions Policy

If the pupil is in receipt of free school meals/pupil premium, the headteacher, school business manager or governing board may choose not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the government's universal free school meals not in receipt of pupil premium.

Extra Curricular Activities run by External Providers

External providers will set and collect their own charges.

Other charges

The headteacher, school business manager, resources and personnel committee or governing board may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

Breakages & Damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the head teacher or school business manager, in consultation with the chair of the governing board, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The headteacher, school business manager, resources and personnel committee or governing board may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Additional considerations

The governing board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, the following guidelines will be adhered to:

- where possible, parents will be advised of trips, activities and visits at the earliest opportunity, together with approximate costs, so that they can plan ahead;
- there will be an established system for parents to pay by instalments;
- endeavours will be made to ensure that the amount requested from parents does not exceed the overall cost of the activity.

Exceptions

The head teacher, school business manager, resources and personnel committee or governing board may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Scale of Charges

These will be approved by the governing board, on an annual basis.

Arrangements for monitoring and evaluation

The resources and personnel committee of the governing board will monitor the impact of this policy by receiving termly reports [at each termly meeting] on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the proportion of voluntary contribution received.

This policy will be reviewed May 2026