



Charging and Remission procedure

Leasingham St Andrew's CofE Primary School

Policy Status	Compulsory
Needs to go on website?	Yes
Review Requirements	Bursar & Governing Body
Agreed review frequency	Annually
Last date reviewed	November 2023
Due for review by	November 2024
Schedule for review	November 2024
Governor responsible	
Staff member(s) responsible	Head Teacher
Governor Approval Method	Full Governing Body

Review history in last two years			
Review Date	Changes Made	By Whom	Date Shared with staff
November 2023	None	Full Governing Body	



CHARGING & REMISSION POLICY

CHARGING

Education provided by the school which takes place mainly or wholly during school hours is free of charge. The lunch hour is not considered to fall within school hours.

REMISSION

This policy sets out the circumstances in which charges will be remitted. As a statutory minimum, the school should consider remission of charges to pupils whose parents receive Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or income-based Jobseeker's Allowance if the activity is deemed to take place during school hours or out of school hours, but is covered by the criteria set out in paragraph 19 of DES Circular 2/89, i.e. no charge for any activity provided to:

- specifically fulfil statutory duties relating to the National Curriculum
- specifically fulfil statutory duties relating to Religious Education

ITEMS FOR WHICH PUPILS MAY BE CHARGED

Individual instrumental musical tuition, (or to a group of no more than 4) where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus.

'Optional extras' i.e. activities outside school time not related to statutory duties.

Board and lodging on residential visits.

School meals

Charges for these will be advised to parents as appropriate.

POLICY

When a charge is made, the basis of the charge will be the cost to the school from the providers.



Parents to be charged, except in cases of statutory remission where families receive Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or Income-Based Jobseeker's Allowance.

Charges will be levied unless Governors decide otherwise. Costs arising from Governors' decisions on remissions will be funded by the school.

The cost involved will be met from the School's fund.
Governors will determine and finance school policy on any remissions in addition to those required by law.

VOLUNTARY CONTRIBUTIONS BY PARENTS

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, but such requests must make it clear that there is no obligation to contribute. Pupils must not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.

If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but no pupil may be excluded from the trip because their parents have not contributed.

Charges made to parents must not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any short fall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

Drafted by: Liz Redfern in consultation with Christine Trevithick

Approved by the Governing Body on: October 2015

Reviewed: November 2023

This policy will be reviewed November 2024

Person to initiate review: the Head teacher