



Policy
Charging and
Remissions

South Benfleet Primary School (Academy Trust)

A Policy Statement for
Charging & Remissions

This Policy statement was reviewed and updated:	November 2016
This Policy was discussed and approved by the Finance Committee:	3/11/2016
This Policy was ratified by the Governing Body on:	N/A
This Policy will be reviewed:	November 2017

Charging for activities connected with schools

The Governing Body of a school must have a policy on charging for activities that take place during or outside of the school day. Without such a policy they are not allowed to make any charge.

In general, no charge can be made where education is provided wholly or mainly during school hours that is part of the National Curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for visits to museums etc during school hours for example.

Voluntary contributions

Headteachers or Governing Bodies may ask Parents/Carers for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours (e.g. an educational visit or visitor to school to enrich the curriculum and the educational experience of the children)
- School equipment
- School funds generally

This contribution must be genuinely voluntary, and the pupils of the Parents/Carers who are unable or unwilling to contribute may not be discriminated against. **Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it must be cancelled.**

There is no legal reason why a school should not invite Parents/Carers to make voluntary contributions towards the cost of providing activities within and outside school hours.

Residential trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

A savings scheme can operate to allow Parents/Carers to spread the cost of such trips over a longer period of time.

Where the trip takes place wholly or mainly during school hours, pupils whose Parents/Carers are in receipt of the following support benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided the recipient is not also entitled to Working Tax Credit and has an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after the recipient stops qualifying for Working Tax Credit
- Universal Credit

A similar entitlement applies where the trip takes place outside of school hours but it is a necessary part of the National Curriculum or the syllabus is religious education. If the trip takes place outside of school hours and **does not** form part of the above, the school can make a charge for transport.

School Meals

Hot school meals are available daily and there is a charge for Key Stage 2 pupils not eligible for Free School Meals. (See conditions above.)

Instrumental Music tuition

All pupils study music as part of the normal school curriculum. South Benfleet Primary School does not charge for this. There is a charge for individual or small group tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The Local Authority makes a charge for these lessons. The School gives Parents/Carers in the relevant year groups information about additional music tuition at the start of each academic year.

Swimming

The School has its own swimming pool and organizes swimming lessons for all children during the Summer Term. Lessons take place in school time and are part of the curriculum. The School asks for a voluntary contribution of a specific amount for 10 sessions of swimming, which goes towards covering the cost of the pool, the on-going running costs of the pool and the cost of a qualified swimming instructor.

Extra Curricular Provision

The School provides after school clubs and activities run by both members of staff on a voluntary basis and external providers. As external providers charge for these clubs, there will be a charge to Parents/Carers. The School gives Parents/Carers in the relevant year groups information about these clubs at the start of each term.

Charges for “finished products”

Schools can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the Parents/Carers have indicated in advance that they would like their child to bring home the “finished product”.

Optional extras

This following kind of activity can be charged for where the activity takes place outside of school hours.

- Pupil’s travel costs
- Board and lodging
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres etc
- Insurance costs

Clothing

Although no charge can be made for “equipment” for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of “equipment”.

Parents/Carers can therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

Information on the Charging and Remissions Policy

Parents/Carers are entitled to information about a school's Charging and Remissions Policy, and Governing Bodies must ensure that this is available on the school's website.