



Lewknor Church of England Primary School

Charging for and Remissions for School Activities Policy

January 2023 – Review January 2026

Christian Vision – Building Strong Foundations

Like the wise man who built his house on rock (Matthew 7: 24-27), we seek God's wisdom to enable us to nurture our school community so that all can flourish and achieve their best in every aspect of school life.

Lewknor Church of England Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The Education Act 1996 requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the top of the document.

The policy identifies activities for which:

- voluntary contributions may be requested
- charges will not be made
- charges can be made
- where charges will be waived (remissions)

1. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions the governing body or headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

2. Charges will not be made for:

- an admission application to any maintained school
- education provided during school hours
- education provided outside school hours if it is part of the national curriculum, or part of the school's basic curriculum for religious education;
- education provided on any trip that takes place during school hours
- transport provided in connection with an educational visit
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge may be made.

3. Charges can be made for:

- any materials, books, instruments, or equipment, where a parent wishes their child to own them
- board and lodging on any residential trip
- optional extras – see below
- vocal or instrumental tuition provided either individually or for groups of any size, provided that the tuition is provided at the request of the pupil's parent/s and is not an essential part of either the National Curriculum or is provided under the KS2 Instrumental and Vocal Tuition Programme. The charge will not exceed the cost of the provision, including the cost of the staff providing the tuition and will not apply to any child who is looked after by a local authority under section 22(l) of the Children Act 1989.
- certain early years provisions (The Education (Charges for Early Years Provision) Regulations 2012)
- community facilities (as per s.27(1) of the Education Act

In all cases the cost will not exceed the actual cost calculated on a per pupil basis.

4. Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- education provided outside of school time that is not part of
 - i. the national curriculum
 - ii. a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - iii. religious education

- examination entry fee(s) if the registered pupil has not been prepared for the exam(s) at school
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority / governing body have arranged for the pupil to be provided with education)
- board and lodging for a pupil on a residential trip
- extended day services offered to pupils (e.g. breakfast club, after-school clubs, and supervised homework sessions)

In calculating the cost of any 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 the optional extra, this includes supply teachers engaged specifically to provide the optional extra
- the cost, or an appropriate 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 will not exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating and will therefore not include an element of subsidy for any other pupils wishing to participate whose parents are unwilling or unable to pay the full charge.

Participation in any optional extras will always be on the basis of parental choice and a willingness to meet the charges. Parental agreement will therefore be obtained before a charge is made.

5. Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6. Voluntary contributions

As an exception to the requirements set out above in this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips and sport activities.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities: breakfast and after school clubs.

6. Remissions

In order to remove financial barriers from pupils, the Governing Body has agreed that some activities and visits where charges can legally be made may be offered at no charge or a reduced charge to parents in particular circumstances. Parents could qualify for remission if they claim any of the benefits listed below:-

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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

7. Additional considerations

The governing body 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 we will try to adhere to the following guidelines:

- Notice of day trips will be notified as soon as possible and ideally at least one half term in advance
- Where possible notice for residential trips will be at least 10 months ahead of the date of the trip
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection where places on any trip are limited.