



Charging & Remissions Policy

Approved by Finance Committee	Spring 2023
Next review date	Spring 2024

Our Vision Statement

Children are at the heart of everything we do and Christ is the light that guides us. [John 8:12](#) "I am the light of the world. Whoever follows me will not walk in darkness but will have the light of life." We are committed to ensuring children encounter and achieve the highest possible standards through partnership with our entire school community. We provide a happy, stimulating environment rooted in Christian values. Our aim is to equip individuals with the Christian Values (courage, love, friendship, hope, forgiveness, and respect) and life skills needed to "Live in peace with each other" (Romans 12:16-18), to take their place in the wider world and to make a contribution to it. Mark 9:37 "Whoever welcomes one of these little children in my name welcomes me."

- Christian values and compassion are cherished and are the heartbeat of our actions.
- Every aspect of school life is centred around how to make a positive impact on every child.
- Children are nurtured to help them feel safe and happy.
- Everyone in our school is valued and respected
- We intend for every child to be able to grow, reach their full potential and develop a lifelong love of learning
- Everyone's efforts and achievements are celebrated
- We help each other to make healthy lifestyle choices.
- Everyone is encouraged to make a positive contribution to their future in a diverse world.

Our Christian Values

COURAGE LOVE FRIENDSHIP HOPE FORGIVENESS RESPECT



POLICY FOR CHARGING IN THE LIGHT OF THE EDUCATION ACT 1996 (Sections 449-462)

1. Introduction

The legislation maintains the right to free education. We as a school agree in principle to this.

The school will charge in the following circumstances allowed by the Education Act 1996.

- a) The provision of music tuition given to pupils as individuals or in small groups.
- b) Ingredients and materials for cooking and CDT (Craft Design and technology)
- c) Activities which take place wholly or mainly outside school hours and which are not a statutory part of the National Curriculum.
- d) Activities which involve pupils in nights away from home.

2. Voluntary Contributions

- a) When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions or alternative fund raising we may cancel the trip. This is made clear on all letters to parents. Parents are invited to discuss any financial difficulties with the Headteacher. (see point 3)
- b) The Education Act 1996 draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self explanatory. (see point 3)
- c) Relating to school trips and children who are eligible for free school meals or where there is known to be financial difficulty within the family. The Governing Body delegates the responsibility to the Headteacher to make the decision to pay some or all of the voluntary contribution requested by the school, from the school budget. The Headteacher must be reasonably certain that there is real financial difficulty and that the support is necessary to maintain the financial viability of the school visit. Each case will be considered individually. Parents are invited on the initial letter to discuss any financial difficulties with the Headteacher.
- d) Parents have a right to know how each trip is funded. The school provides this information on request. E.g. the amount of coach hire and workshop costs.

3. Optional Extras

The following is a list of additional activities, organised by the school, which may require voluntary contributions from the parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Transport.

4. Residential Visits.

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number



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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 starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

Example 1: Visit during school hours

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

The school organises residential trips for pupils. The cost of this trip includes board and lodging, transport, materials, entrances to any sites visited and charges for any activities to be experienced.

- a) Parents will be given the option of a payment plan to spread the costs of the residential visit.
- b) Relating to residential visits and children who are eligible for free school meals or where there is known to be financial difficulty within the family: the Governing Body delegates the responsibility to the Headteacher to make the decision to pay some or all of the voluntary contribution requested by the school, from the school budget. The Headteacher must be reasonably certain that there is real financial difficulty and that the support is necessary to maintain the financial viability of the school visit.
- c) Where a school activity requires pupils to spend nights away from home the school is allowed to make a charge for board and lodging.

This is with the exception of pupils whose parents are receiving:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The Headteacher will approach families who fall into this category.

- d) Activities taking place during a residential visit will be covered by voluntary contributions (see section 2)



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5. Swimming.

The school organises swimming lessons for KS2 children. Lessons take place in school time and are part of the National Curriculum. We reserve the right to ask for a voluntary contribution to cover the cost of transport to and from the pool. Where the budget allows, school will endeavor to cover this cost. School pays for the provision of a lifeguard, specialist teachers and the hire of the pool itself.

6. Music Tuition

All children study music as part of the normal school curriculum. In Year 5 through the Wider Opportunities Project, string tuition has been provided free of charge. Following this there is a small charge for individual or small group lessons, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. We make a charge for these lessons as advised by the teacher. We give parents information about additional music tuition at the beginning of each academic year.

7. Lunch Time and After School Sport and Creative Activities.

The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these.

8. Breakages and Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as

- Broken windows
- Defaced, damaged or lost text books
- Replacement reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behavior.

9. Special Needs

The Governing Body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

10. Third Parties

Third parties, i.e. school photographer, school book club, etc. may make a charge, provided parents of children are not under any obligation to receive the service/product, etc.

11. Surplus Balances Generated by Voluntary Contributions

Whilst each activity is expected to break even financially, if a small surplus is generated this will be regarded as a donation to school funds.

Larger surplus balances will be refunded to the parents of pupils who took part in the activity. The decision as to whether to make refunds to parents in respect of a particular activity is at the discretion of the Headteacher.

12. Charges for information under the Freedom of Information Act.

The school will not charge for the inspection of records allowed under the Freedom of Information Act. However where a request is made for a hard copy of the information to be provided, a charge of 10p per A4 sheet will be made to cover photocopying costs; this will be



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waived if the total cost would be under £5. If applicable, postage will be charged at standard Royal Mail Rates.

Under the provisions of the Act no charge can be made for staff time up to 18 hours required to assemble information requested. However if it is likely that it will take more than 18 hours then the school will make a charge at the statutory rate of £25 per hour for the whole time required. This will be chargeable in advance.

Further information regarding charging for school activities can be found using the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

The following information will appear on all visits/trips letters.

LOSTOCK GRALAM CE PRIMARY SCHOOL ENJOYS A LONG TRADITION OF EDUCATIONAL VISITS
ENRICHING OUR CURRICULUM.THESE VISITS RELY ON VOLUNTARY CONTRIBUTIONS,
AND WITHOUT YOUR CONTINUED SUPPORT, MAY BE SUBJECT TO CANCELLATION

Please come and discuss any difficulties with either the class teacher or Headteacher