



All Saints CE (VC) First School,  
Busy Bees & Kingfisher

Policy on  
Charging and Remissions

Date: January 2015

Reviewed: January 2016

Updated: May 2016, with effect September 2016

Updated: September 2017

Reviewed: September 2018

Reviewed: November 2021

To be reviewed: November 2022

## **Aim**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

## **Responsibilities**

The Governing Board of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Board.

## **Definitions**

**Community Facilities** - activities which the governors do not feel is of direct educational benefit to children at the school

**Extended school provision** - provision of childcare outside the standard school day where it is optional as to whether the child attends

**External Lettings** - letting to an organisation other than the school

**Remission** - where a charge is not payable, either in full or in part

**Sinking Fund** - a reserve put aside over a number of years to pay for major maintenance or renewal costs

## **Prohibition of Charges**

The Governing Board of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing board or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

## Charges

- (a) **board and lodging on residential visits**  
(not to exceed the board and lodging costs)
- (b) **individual or group tuition in the playing of a musical instrument**  
(not to exceed the costs of individual instrumental tuition, and the hire of musical instruments for home practicing)
- (c) **breakages and replacements as a result of damages caused wilfully or negligently by pupils**  
(Wilful - cost of breakage or replacement)  
(Neglect - proportionate cost of the item e.g. reading book)
- (d) **extra-curricular activities**  
(cost of session if run by an external provider)
- (e) **Letting of the school premises or grounds** - such as the Parish Council  
(£20 per session)
- (f) **Extended school care activities** - such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision,  
**Busy Bees additional sessions**  
£4.00 per hour; £2.00 per half hour  
**Kingfisher Club - Breakfast**  
£3.00 per session;  
**Kingfisher Club - After school**  
£3.00 per hour for 3.30pm to 4.30pm session  
£5.00 per hour for 4.30pm to 5.30pm session  
**Charges for materials or ingredients where the pupils wish to have the finished product**  
(cost of the materials or ingredients - Cookery Club)
- (g) **Staff insurance and personnel charges (SLAs)**

Consideration also needs to be given to:

- **the proportion of the costs recovered where a charge is to be made;**  
(No charge will be made for the recovery of outstanding costs)
- **whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;**  
(Consideration will be given on a case by case basis)
- **arrangements for education where the parents fail to pay the charge being levied by the school;**  
(Education will continue to be provided)
- **the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;**  
(Voluntary contributions must come from the overwhelming majority of individuals attending a visit or trip to make it viable)
- **any charge for a pupil activity should not exceed the actual cost.**  
(If further funds need to be raised to help in hardship cases, this must be voluntary)
- **for lettings, the charge should at least cover the cost, including:**  
Services (heat & light)  
Staffing (security, caretaking & cleaning)  
Administration  
Wear & tear (sinking fund)

### **Remissions**

Children whose parents are in receipt of Free School Meals will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

### **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- a) admission charges during school time e.g. to a museum or place of interest during a class or whole school visit
- b) Visitors to school such as live shows etc where it is felt they will enhance the curriculum
- c) activities run by external sporting organisations that are run wholly or mainly outside school hours
- d) ingredients or materials where the child takes home the finished product e.g. baking or artwork

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.