

CROSSCANONBY ST JOHN’S CE SCHOOL

CHARGING AND REMISSIONS POLICY

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| Approved by1 |
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**Review Sheet**

**Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).**

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| **Version Number** | **Version Description** | **Date of Revision** |
| 1 | Original version written by previous headteacher | October 2018 |
| 2 | Original version written by previous headteacher – MINOR CHANGES | September 2019 |
| 3 | Original version written by previous headteacher – NO CHANGES | September 2020 |
| 4 | Original version written by previous headteacher – NO CHANGES | September 2022 |
| 5 | Original version written by previous headteacher – NO CHANGES | January 2024 |
| 6 | Reformatted and new version based on KAHSC v9 | August 2025 |

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# Introduction

Crosscanonby St John’s CE School recognises the valuable contribution that a wide range of extra-curricular activities, including trips, clubs and residential experiences can make towards the education of our children and young people and aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional enrichment activities.

The school strives to ensure that all young people have an equal opportunity to benefit from such activities, both on and off site and within and outside of the curriculum, regardless of their family’s financial means. To ensure transparency in setting charges and to ensure all young people are able to access all of the provision we offer, this Policy sets out our approach to charging and remissions. It has been informed by adherence to the law and by following statutory Department for Education guidance.

The purpose of this Policy is to ensure that, during the school day, all young people have full and free access to a broad and balanced curriculum. The school day is defined as Monday – Friday, 08:40 – 15:15. A school session is equivalent to half a day i.e. either one morning session before lunch or one afternoon session afterwards.

We recognise our responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances and where we can we aim to:

* ensure our payments systems allow parents to pay in instalments;
* make it possible for parents to pay by instalments beyond the date of the trip when short notice opportunity arises;
* ensure fair access to popular trips by acknowledging that offering them on a ‘first pay, first served’ basis discriminates against low income families and we will avoid that method of selection
* For Pupil Premium children, the school will use the Pupil Premium funding to subsidize or fully pay for activities that would otherwise incur a cost for parents.

Where this Policy refers to “parents” we mean any person with parental responsibility for a child.

Where this Policy refers to a “charge”, this is an amount of money that must be paid in order for a child to participate in an opportunity e.g. the cost of board and lodgings on a residential visit where the family are not on the prescribed benefits listed in [Section 6](#_Residential_Activities).

Where this Policy refers to a “voluntary contribution”, this is an amount of money that school would like families to contribute towards the cost of an opportunity in order to make it financially viable. There is no obligation to pay a voluntary contribution but without enough contributions, an activity might be cancelled entirely.

Where this Policy refers to “remission”, this is an amount of money that school will or might agree to provide to fund an opportunity for a child. Governors *will* make provision for all statutory remission requirements e.g. using the relevant Pupil Premium funding to pay for a residential experience for a child with a legal entitlement. Governors *might*, if funding allows, agree to provide financial support to pupils who are not legally entitled to remission, but does so entirely at their discretion.

This Policy does not apply to charges made and determined by other organisations offering activities and services on the school premises e.g. a Friends of Crosscanonby St John’s or Crosscanonby St John’s Baby and Toddler Group event.

# Admissions

No charge will be made for any aspect of the admissions process to this school.

# Activities wholly during the school day

No charge will be made for ‘education’ provided during normal school hours. ‘Education’ is defined as including all activities related to the National Curriculum and religious education as well as the materials, equipment and transport required to provide it.

We recognise that the definition of ‘education’ as ‘part of the National Curriculum’ is not limited to learning outside the classroom experiences required as part of a specific subject e.g. geography or science fieldwork, but also includes activities designed to fulfil requirements under the National Curriculum ‘inclusion statement’ and others as applicable.

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent’s inability or unwillingness to pay this contribution. The Governing Body reserves the right however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

# Activities wholly outside the school day

No charge will be made for education provided outside of normal school hours if it is part of the National Curriculum or part of religious education as well as the materials and equipment required to provide it.

We may ask parents for voluntary contributions to help school fund transport to the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent’s inability or unwillingness to pay this contribution. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

Other enrichment activities not required as part of the national curriculum or religious education *and* which are wholly outside school hours are Optional Extras and chargeable. Please see [Section 7](#_Optional_Extras_1) for more information about charging for Optional Extras.

Lunchtime activities, after school and other extra-curricular clubs are wholly outside of school hours and do not fall under the definition of ‘education’ above. Please see [Section 7](#_Optional_Extras_1) for more information about charging for Optional Extras.

# Non-residential activities that take place partly during and partly outside the school day

Where the majority of time spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens *fully within* school hours. The majority of time is defined as 50% or more.

Where the majority of the time spent on a non-residential activity is *outside* of normal school hours, the charging regime will be as if it happens *fully outside* school hours i.e. the activity becomes an ‘Optional Extra’ unless it is part of the National Curriculum or part of religious education. The majority of time is defined, in this case, as more than 50%.

Travel time is included when considering the time spent on an activity only when it occurs during school time as defined in the Introduction.

# Residential activities

A residential visit may be wholly chargeable if it is an Optional Extra. Please see [Section 7](#_Optional_Extras) for more information about charging for Optional Extras.

If a residential visit is **not** an Optional Extra, charges will be made to the parents of pupils who wish to participate in residential activities for the cost of board and lodging with the exception of those in receipt of certain benefits. Details of those benefits can be found at <https://www.gov.uk/apply-free-school-meals>.

We understand that parents should be informed of this when they are asked for money. Parents are encouraged to discuss their circumstances in confidence with the headteacher.

# Optional extras

The Governing Body reserves the right to charge parents for activities deemed to be Optional Extras. Such activities will include, for example, an evening visit to a theatre which does not fit the definition of ‘education’ in [Section 3](#_Activities_Wholly_During) or a trip to a sports event held during the evening or weekend. Parents must make payment in order for their child to participate.

Breakfast and after school activity clubs do not operate during normal school hours and to cover the costs of offering such opportunities a charge may be made to the parents of pupils who wish to participate in them. Families on a low income who are unable to pay such charges should speak to the headteacher in complete confidence.

In calculating the cost of optional extras, an amount may be included in relation to:

* any materials, books, instruments, or equipment provided in connection with the optional extra;
* teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

# School Meals

School meals are available to pupils at a cost of £2.40 per day or free of charge to those pupils whose family is in receipt of one of the prescribed benefits listed in [Section 6](#_Residential_Activities). Information on how to apply for free school meals is available from the school office and can be found at: <https://www.gov.uk/apply-free-school-meals>.

To enable our school meals service to be efficiently planned, we require advance notice of a child’s requirements and ask for one week’s notice to start or stop receiving a school meal.

**Payment for school meals should be paid at the start of the period** and can be paid weekly, monthly, or half-termly either via cash or cheque (made payable to Crosscanonby St John’s CE School) in a clearly marked envelope, handed in to the School Office.

If a child’s entitlement to free school meals has expired, a parent must provide a packed lunch or make *advanced* *payment* for any school meals to be taken.

Should a child arrive at school without payment or a packed lunch, we will telephone home in the first instance to establish if alternative arrangements have been made.

While we do understand that everyone forgets occasionally, the school is not obliged to provide a school meal where payment is not forthcoming or where authorisation for a free school meal has not been received. We will therefore act promptly to address financial issues at an early stage if we can, to prevent arrears accumulating.

When a school meals debt of over four weeks has arisen, school will contact the parents or carers by phone to request immediate payment. If payment is not received by the end of the following week, we will send a letter home quoting the outstanding amount and asking for the balance to be cleared in full within 7 days. During this time, the child will not be allowed a school meal, and parents must provide a packed lunch.

The school budget cannot tolerate a school meals debt amounting to more than one half term’s payment. If debts are incurred by parents, the school budget has to pay for them. This means that money which should be spent on children’s education is used to pay for debts incurred by parents instead. If a parent repeatedly fails to provide a packed lunch, or sufficient monies to cover the cost of school meals, we may need to make a referral to our Local Safeguarding Children’s Partnership in case this is a sign that a pupil is experiencing a significant underlying wellbeing or safeguarding issue.

Parents in specific financial difficulties should speak to the Head teacher in the strictest confidence. School will, in exceptional circumstances and where we believe the money will be forthcoming, continue to provide a school meal conditional on full payment being received in a reasonable timeframe. We are committed to working together to find a suitable payment plan for any parent who asks for one. We might also be able to signpost a family to government support they may be entitled to, or to community support available in the immediate or short term.

Where no attempt is made to clear a debt, we will take appropriate debt recovery action in accordance with our normal financial procedures (see [Section 16](#_Debt_recovery) for more information).

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# School milk scheme

We understand that under *‘The Requirements for School Food Regulations 2014’,* we must make lower fat milk or lactose reduced milk available for drinking at least **once** a day during school hours at a fair cost or free of charge to all pupils who are entitled.

Up to one third of a pint of milk is available to all children free of charge, regardless of their family circumstances up to the age of 5.

When a child has their 5th birthday, a small charge will be made towards the cost of continuing to provide this single portion of milk to those parents who want their children to continue receiving it.

Children who have reached the age of 5 and have not yet reached the age of 19 can continue to receive free school milk if their family is in receipt of one of the prescribed benefits. Details of those benefits can be found at <https://www.gov.uk/apply-free-school-meals>.

For children over 5 years old, milk will only be free for those pupils with an underlying entitlement to free school meals and in receipt of one of the prescribed benefits.

A parent who wishes their child to receive more than one portion of milk per day must pay the full cost of each additional portion, even when their first portion is free due to an entitlement.

For more information about our milk scheme and the current charges please see the Office Manager in the School Office.

# Damage to property and breakages

The school will attempt to recover some, or all the costs incurred repairing wilful or culpably negligent damage or breakage of school property or such damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

# Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can’t. Support for cases of hardship will come through applicable funding such as pupil premium monies and fundraising.

Parents who would qualify for support are those in receipt of benefits as described in [Section 6.](#_Residential_Activities)

The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents.

# Debt recovery

It is the financial management policy of this school that all services provided by the school are paid for in advance and therefore it is expected that no debts will be accrued. In the unlikely event that debts are accrued, the Governing Body authorises school to take all reasonable measures to collect debts as part of its management of public funds. In doing so they will observe the relevant financial regulations and any other legal requirements.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the Governors and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit, then these will be treated as a total amount.

Unless a decision to write-off a debt is demonstrably a reasonable course of action authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and this will be retained for 7 years.

# Arrangements for monitoring and evaluation

The Finance Committee of the Governing Body will monitor the impact of this Policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

# References and associated Policies and procedures

* Education Act 1996, Section 457
* Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
* DfE Statutory Guidance document [Charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities) which includes Frequently Asked Questions (FAQs)
* Educational Visits Procedures
* Single Equality Scheme