



Egerton Primary School
and Nursery

Charging and Remissions Policy

For Egerton Primary
School and Nursery

| | |
|----------------------------|---------------|
| Policy lead: | Caroline Lowe |
| Approval date: | 23/4/25 |
| Next review date: | April 2026 |
| Approval needed by: | Governors |

Revisions Log

| Date | Pages/Whole Document | Description of change | Origin of changes (e.g. routine update, request for review) |
|------|----------------------|-----------------------|---|
| | | | |
| | | | |

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body.

Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.

- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

The Department for Education (DfE): Charging for School Activities, Oct 2014 states: "... No charge may be made if there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination.

In addition, if the activity is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel for any pupil, not just those whose parents are in receipt of benefits.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf

Voluntary contributions:

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

The (DfE): Charging for School Activities, Oct 2014 states: "... if the school is not able to raise enough voluntary contributions to cover costs? Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents".

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost: Educational or other activities provided wholly or mainly outside school hours, which are not:

- Part of the National Curriculum.
- Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school. (Note: This could include before and after school clubs run by the school)
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

- 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 books, replacement reading and homework diaries, any item damaged as a result of unsatisfactory behaviour.
- The school has the right to refuse further activities to families who are in debt to the school for outside of school hours activities, until such time that the debt is cleared.

The Department for Education (DfE): Charging for School Activities, Oct 2014 states: "... Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating." It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Remissions Policy:

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- Income related employment and support allowance that was introduced on 27 October 2008.
- In the event of a child missing a trip or visit or activity for the parent has paid the cost e.g. a residential trip, the school will return any part of the cost that can be recouped by the school at the time of the trip.
- In the event of a child missing a trip or visit for which the parent has made a voluntary contribution the school will return the contribution in full unless the behaviour of the child is the reason behind them not attending.

School Dinners

All children that are in Reception, or Year 1 and 2, are entitled to universal free school meals. Once a child enters Year 3, they are no longer entitled to the provision of universal free school meals. At this point, it is the responsibility of the parents and carers to provide either a packed lunch, or pay for a school dinner.

All school meals must be paid for in advance using the schools preferred payment mechanism e.g. Arbor. Where a child is not taking a school meal, it is the parent's and carer's responsibility to provide a packed lunch. A pupil will not be refused a meal where a dinner is not paid for or provided. However, the Trust does operate a strict No Debt Policy. Where a debt occurs for a service that is not linked directly to education, the school should refer to the Trusts debtor collection procedures.

Where a pupil leaves the school with a debt, the Trust may transfer the remaining debt to a sibling still on roll. Where a debt is not paid and continues to rise, the Trust will consider further legal action from a small claims court.

Wrap around care

Before and after school charges

The provision of before and after school clubs are not an educational requirement. Schools can decide to run a wraparound care service for their pupils within the school environment, if the service is considered to be a benefit to the parents, carers and pupils. The school has a duty of care to ensure that the correct ratio of before and after school workers, are on duty for every session. The staffing ratio is therefore based on the amount of bookings in the system for each session. All bookings for before and after school care can be booked and paid for in advance through the school's management system. These sessions are non-refundable.

Wrap around care T&C's

The school has local terms and conditions which parent/carers will be required to sign up to before accessing the service. If the school is unable to break even with a paid for wraparound care provision, we reserve the right to increase the cost of accessing the provision to ensure viability and sustainability. We reserve the right to cease this service if it is not a viable cost neutral business model. Any surplus revenue from a wraparound service is invested back into the school.

Paid Nursery Sessions

The provision of additional paid for nursery sessions/hours are in place to support the funded nursery hours available to families. Schools run these additional places as wraparound care to support both funded and unfunded places within the school's current nursery provision, where the service is considered to be a benefit to the parents, carers and pupils. The school has a duty of care to ensure that the correct ratio of nursery workers, are on duty for every session. The staffing ratio is therefore based on the amount of bookings in the system for each session. All bookings for additional nursery sessions can be booked and paid for in advance through the school's management system. These sessions are non-refundable.

Transport:

When asking for donations towards transportation cost the school will divide by the number of pupils taking part in the trip. The total amount from pupil's contributions will not exceed the transport costs.

Table of Charges*

| Activity | Paid Service | Voluntary contribution |
|--|---------------------|-------------------------------|
| School Trip (Educational) | | X |
| School Trip (Non-Educational) E.g. end of year reward like Alton Towers, etc | X | |
| In house visit from a theatre company | | X |
| Transport contribution for a sporting event | | X |
| Residential Trips (Transport, board and lodgings) | X | |
| Swimming (contribution towards to cost of transport) | | X |
| Music Tuition (parental request) | X | |
| School Dinners | X | |
| Snack | X | |
| Before & After School Club | X | |
| Nursery – non-funded hours | X | |
| Nursery -snack provision | | X |
| External Provider - Sports Clubs | X | |
| Uniform/Clothing items/Water bottles, etc | X | |

* this list is not exhaustive and where additional services or extracurricular opportunities arise that are delivered by the School, they will be reviewed in line with current legislation when considering any other charges and remissions

Date: April 2025
Review: April 2026