Charging and Remissions Policy

JERICHO PRIMARY SCHOOL
POLICY 005

ADOPTED AT A MEETING OF THE FULL GOVERNING BODY / COMMITTEE

Adopted by ***JERICHO PRIMARY SCHOOL*** **Governing Body**

On (Date) *8th January 2018*

Reviewed on 8th Sept 2025
Reviewed on October 2026

Date of next review October 2027

Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Updated with a new section on school meals: a major policy clarification following acceptance by the DfE that school meals should be part of every school's charging and remissions policy because the government provides remission though UIFSM and FSM, governors have discretionary powers, and debt recovery must be managed. One minor clarification about school milk.	September 2020
2	Additional paragraph regarding Nursery charges added. Additional paragraph regarding payment plans and refunded amounts added	September 2022
3	Updated the review table page and replaced the FAQs with a link to the DfE document. No legal changes but significant updates to include new sections on responsibilities and nursery fee principles. No highlighting due to major reorganisation to cut content and improve clarity. Right click on the contents page to update fields after removing inapplicable sections.	September 2023
5	No legal changes. New text on school meals debt that reflects the growing the use of online cashless catering and includes how persistent debts are recovered.	September 2024
12	New: Reference to updated statutory guidance for local authorities on free early years provision which affects invoicing by settings for what is and is not chargeable e.g., free hours must be invoiced at £0ph. Includes a link to the DfE model 'parental declaration form' which settings may be required by their LA to ask parents to complete. Reference to being able to charge a fully refundable deposit to secure a place and commitment to returning deposits in full in a reasonable timeframe.	September 2025
13	No Changes	October 2026

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Policy Scope

Sections 449 to 462 of the Education Act 1996 (legislation.gov.uk) and The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 (legislation.gov.uk) set out the law on charging and remissions for school activities in England and require schools to have a policy on charging.
The Education (Charges for Early Years Provision) Regulations 2012 (legislation.gov.uk) sets out when charges can be made for some early years provision and Further updates from the DfE regarding the revised charging guidance LA FAQs explains the 2025 changes in statutory guidance about these charges as a result of the implementation of Early education and childcare - GOV.UK duties on Local Authorities.
This policy is based on the law and Department for Education (DfE) guidance Charging for school activities - GOV.UK (www.gov.uk).
Section 21 of the Education Act 2002 (legislation.gov.uk) gives schools the power to provide community facilities or services for the (charitable) benefit of pupils or their families, or people who live or work locally. This policy does not apply to charges we make for community facilities which are handled separately under hire agreements.
This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises e.g., a community club that hires our hall to meet in and charges its members to attend.

1.1 Aims

This policy aims to ensure that:

- All pupils have full and free access to a broad and balanced curriculum regardless of their family's financial means.
- This school is transparent about the activities or items that can be charged for and when charges will be made, or remissions offered.
- We recognise our responsibility not to place undue pressure on family finances for example, by giving good notice about charges and by not offering activities on a 'first to pay, first served' basis.

1.2 Definitions

Charge: a fee payable for clearly defined items or activities.

Half-day school session: any period of 12 hours ending at noon or midnight (p9, DfE, 'Charging for school activities', 2018).

Remission: the cancellation of a charge which would normally be payable.

School hours: the hours when school is in session and which do not include the lunch break 8:45am-12:00pm and 1:00pm-3:30pm. (These times alter for Nursery children)

1.3 Associated policies and procedures

The following policies and procedures may impact the implementation of this policy:

- Educational Visits procedures
- Equality Policy
- Hire of school facilities procedures

2 Roles and responsibilities

2.1 The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy and delegates this to Finance, Premises and Staffing Committee.
The Governing Body also has overall responsibility for monitoring the implementation of this policy.

2.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.

2.3 Staff

The Charging and Remissions Policy and how to implement it is included in the induction of new staff and the senior leadership team will provide updates or refresh training as necessary.

Our staff are responsible for:

- Implementing the policy consistently.
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

2.4 Parents and carers

Parents and carers are expected to notify staff or the headteacher of any concerns or queries regarding the Charging and Remissions Policy.

3 When no charges will be made

3.1 Education

There will be no charge for:

- Admission or applications for admission
- Education provided wholly or mostly during school hours (including the supply of any materials and books)
- Education provided outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at this school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, if the tuition is required as part of the National Curriculum, a syllabus for a prescribed public examination that the pupil is being prepared for at this school, or religious education. This includes 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 this school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at this school

3.2 Transport

There will be no charge for:

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at this school
- Transport provided in connection with an educational visit

3.3 Educational visits

There will be no charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at this school
  - Religious education
- Supply staff to cover for those staff who are absent from school accompanying pupils on a residential visit.

4 Voluntary Contributions

When charges do not apply, parents and carers may be asked for a voluntary contribution towards the cost of some of the educational opportunities that we offer such as:

- On site enrichment activities, educational visits and the associated transportation and other costs
- Specialist equipment
- General school funds to improve opportunities.

From time to time, we may invite outside organisations such as a travelling theatre company, the life bus to deliver an activity during the school day. Such organisations may wish to charge parents, who are entitled not to pay any fee and instead to ask the headteacher to agree to their child being taught elsewhere in school for that period. In many cases, however, parents and carers will not be charged and will be asked for a voluntary contribution towards the cost of the activity instead.
All requests to parents and carers for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to pay. Pupils whose parents or carers do not contribute will not be treated differently or excluded.
However, the Governing Body reserves the right, to cancel activities if not enough voluntary contributions are received.

5 When charges will be made

This school may recover the full costs of some items and activities, but charges will not exceed the actual cost for:

- Any materials, books, instruments, or equipment, where a pupil's parents or carers have indicated in advance that they would like their child to own the items or finished products. No pupil will be disadvantaged if they do not or cannot take up the opportunity to own items or finished products.

- Non-attendance “without good reason” of any public examination that incurs a fee.
- Optional extras
- Music and vocal tuition outside of the music national curriculum.
- School meals
- School milk scheme
- Before and/or after school care
- Certain early years provision.
- The School Ipad scheme
- Community facilities (dealt with separately from this policy in hire agreements).

Reasons for and the procedures for handling these charges are described in more detail below.
Any annual charges associated with services or equipment hire schemes, including additional charges for out of warranty repairs or similar expenses are explained in each contract or hire agreement. For more information about contracts and agreements please contact the school office.

5.1 Optional Extras

There are charges for:

- Education that takes place outside school hours if it is **not** part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at this school
  - Religious education
- Examination entry fee(s), including for re-sits if the pupil has not been prepared for the examination(s) or re-sit at this school.
- Transport (other than transport that is required to take pupils to school or to other premises where the local authority/governing body have arranged for pupils to be provided with education).
- Residential Visits including - Board and lodging for a pupil on a residential visit (unless remission is granted)
- Extended day services offered to pupils (for example breakfast club, lunchtime and after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).
- The school ipad scheme.

In calculating the cost of optional extras an amount may be included for:

- 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 an 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.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Families on a low income who are unable to pay such charges should speak to Karen Hannah about remission in complete confidence.

5.2 Music tuition

A charge will be made for vocal and musical instrument tuition for either an individual pupil or groups of any appropriate size when it is provided at the request of the pupil's parent.
National charging guidance will be followed, and no charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

5.3 School Meals

School meals are available to pupils at a cost of £2.75 per day or free of charge to the pupils of families entitled to free school meals.
Families can find out how to Apply for free school meals - GOV.UK (www.gov.uk) or they can apply directly to their home Local Authority at Citizen Portal - Sign in (cumberland.gov.uk). Families needing help to do this can ask at the school office.
To enable our school meals service to be planned efficiently, we need advance notice of a pupil's requirements and ask for one week to start or stop receiving a school meal.
Payment for school meals is required in advance. Payment is through the school Arbor app.

To help prevent arrears accumulating, protect the school budget and to support families with planning and budgeting, we use the cashless catering service via Arbor. Parents and carers are required to keep payments up to date

If a pupil's entitlement to free school meals has expired, parents or carer are required to either provide a packed lunch or register with Arbor to prepay for any school meals.

If a pupil arrives at school without a prepaid school meal or a packed lunch, we will reach out to the listed emergency contacts to confirm whether arrangements for lunch have been made. Please note that the school is not obligated to provide a meal if there is no payment or valid free school meal entitlement.

In cases where no suitable lunch arrangements are confirmed and emergency contacts are unavailable, the school may allow the pupil to receive a school meal, for which payment is expected by the next school day. If this occurs three times without full payment, the Parentmail account will be temporarily frozen until the outstanding balance is settled and the parent will be required to provide a packed lunch.

It is accepted that on occasion arrears may arise for various reasons, however, arrears cannot be allowed to accumulate.

Procedure for the Collection of Arrears

1. On a weekly basis accounts with school meal arrears are sent a Arbor reminder.
2. Should the arrears reach over £12.50 (the cost of 5 meals) then the account is monitored closely and a further message is sent home.
3. Once the arrears is over £25 (the cost of 10 meals) then contact will be made with the parent to request that unless the balance is cleared by the end of the next working day then a packed lunch will need to be provided by the parent until the balance is cleared.

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We are committed to working together to find suitable payment plans for parents and carers in financial difficulties, and anyone experiencing this should speak to the Head teacher in the strictest confidence. We may be able to signpost families to extra government or community support 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 7 for more information).

5.4 School milk scheme

Under The Requirements for School Food Regulations 2014 (legislation.gov.uk) all schools must make lower fat milk or lactose reduced milk available to drink at least **once** a day during school hours or the lunch break 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.
Children who have reached the age of 5 and have not yet reached the age of 19 can continue to receive up to one third of a pint of milk free of charge if their family has been able to successfully apply for free school meals - GOV.UK (www.gov.uk).
In the case of infant pupils who are entitled to a universal infant free school meal, milk must be offered free to those pupils **if** it forms part of the school lunch. If milk is offered at any other time during the school day instead, it will only be free for those infants who have an underlying income-related entitlement to free school meals.
A parent or carer 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 ask at the school office.

5.5 Before and/or after school care

Charges will be made for childcare services offered to pupils before school, after school and during school holidays when they are run by this school.
The fees and any remissions are set and reviewed by the Governing Body no less than annually. For information about current childcare charges please see the School Office or ask to speak to the Office Manager.

5.6 Certain early years provision

Government funding covering the cost of delivering 15 or 30 hours a week of free, high quality, flexible childcare for children aged 3-4 years and for some 2-year-olds does not include the cost of meals, snacks, consumables such as nappies or sunscreen, additional hours or additional services such as trips or outings for which there will be charges.
Families are encouraged to supply their children with a healthy snack and drink from home and, if they stay for the lunchtime period between the morning and afternoon nursery sessions, a healthy lunch or make arrangements to pay for the healthy snacks and meals they will need to make payments via the Parental app. Please see the school office.
Additional hours and services will be charged at the current hourly rate where hours are not fully funded as Early Education by the local authority. This includes the lunchtime period between sessions.
For our current session times and rates please see https://jericho-primary-school.secure-primarysite.net/nursery-information/ or ask at the school office. Charges for additional services such as trips will be agreed in advance with families.
As required/recommended by Cumberland, we have adopted the model 'parental declaration form' available from the DfE at Free early years provision and childcare: model agreement - GOV.UK. The form is for use by parents and carers wishing to claim the free entitlement.
To download our official copy of this form to complete and see our current session times and rates please visit https://www.jericho.cumbria.sch.uk/parents/nursery-information or ask at the school office.
Charges for additional services such as trips will be agreed in advance with families

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours and/or services.

We will not charge a deposit to secure a child's free place and there is no requirement to pay a registration fee as a condition of taking up a child's free place. We will also not charge 'top up fees' to recoup the difference between the amount received from the Local Authority and the current hourly rate. If, at any time, we decide to charge a fully refundable deposit to secure a child's place, we will refund it in full within a reasonable time period.

5.7 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 property belonging to a third party where the school has been charged. The actual amount will be determined by the headteacher.

6 Calculating charges and remission

The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents and carers.
When charges are made for activities, 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 money, specified voluntary contributions, and fundraising.
In some circumstances, school may not charge for items or activities set out in section 5 of this policy. This waiving of charges is called remission. It will be at the discretion of the Governing Body and will depend on the reasons for the charges and the circumstances of the recipients.
Pupils who are looked after by a local authority or whose parents or carers are receiving specified benefits are entitled to full remission of some charges outlined in Section 5. This entitlement is subject to change but usually equates to pupils being eligible for free school meals except when they are an infant only eligible under the universal infant free school meal scheme). To find out which benefits are specified and eligible for full remission, see information on how to Apply for free school meals - GOV.UK (www.gov.uk).

The governing body recognises its responsibility to ensure that offering activities and educational visits does not place an unnecessary burden on family finances. Therefore we aim to:

- Give as much notice as possible for upcoming trips.
- Offer a system for parents to pay in instalments for trips in excess of £30.00
- When an opportunity for a trip arises at short notice, it may be possible to arrange to pay by instalments beyond the date of the trip.

For trips and residentials in excess of £30.00 the school will offer a system for parents to pay in instalments. The instalments will set out key deadlines and payment amounts. Once these deadlines have been reached and payments have been made, the school will not provide a refunds. This is regardless of illness as the school may not be able to recover the costs of the trip from the providers.

If a trip has to be cancelled by the school, parental contributions will be refunded.

Details of any remission arrangements will be made clear when parents and carers are informed of charges for individual activities.

7 Debt recovery

Our financial management policy requires all services provided by us to be paid for in advance so it is expected no significant debts will accrue. In the event that debts are accrued, the Governing Body has authorised all reasonable measures to be taken 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 whose role it is, will follow 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/Trustees 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 retained for 7 years.

8 IPad (or similar I.T. or equipment) scheme

The annual charges associated with the IPad scheme are explained in the loan conditions document shared with parents at the start of the scheme.

9 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.

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Department for Education

Frequently asked questions

Q. What is a charging policy?

A. Under the charging provisions set out in legislation, governing bodies and local authorities of state funded schools may choose to charge for certain defined activities, but only if they have first drawn up charging and remissions policies. These policies should be made available to parents on request.

Q. How does this relate to academies?

A. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

Q. A visit involving staying overnight has been arranged for children at my school. Can the school charge for this?

A. 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 in receipt of certain benefits. The list of benefits to which this applies can be found at https://www.gov.uk/apply-free-school-meals. 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 Head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Q. With regard to the remission of board and lodging payments, explain who pays for the expense? Would it come out of the school budget or is there a grant available to claim?

A. Although the criteria for being eligible for the remission of charges for board and lodgings is the same as free school meals, that is where the similarity ends. The costs involved in the remission of board and lodgings are to be borne by the school from their contingency funds. There is no return to be completed to re-claim the money back.

Q. Our school has a large number of pupils eligible for free school meals. This means that they would also receive remission for board and lodgings expenses for residential visits. How can the school fund/organise residential visits?

A. Government funding for schools to each local authority recognises the different needs of each area. In terms of the allocation to schools, each local authority sets a funding formula which is agreed with the local schools' forum. All local authorities are required to include an element in their formula to reflect the needs of deprived pupils. The amount that individual schools receive from the local authority reflects their relative need compared with other local schools. In addition, schools receive pupil premium funding for disadvantaged pupils, based largely on those who are eligible for free school meals. This funding is provided by the government to raise the attainment of eligible pupils and narrow the attainment gap between eligible pupils and their peers. It is for head teachers and school governing bodies to decide how to use their formula funding and pupil premium allocation. Schools cannot exclude children from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

If there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination or 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.

Q. Can governing bodies charge for educating children in maintained schools and academies?

A. The local authority or governing body cannot charge for education that takes place in school hours. Nor can they charge for activities that take place outside school hours if these are part of the national curriculum, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. They can charge for permitted 'optional extras', provided they have drawn

up a statement of general policy on charging and given details of 'optional extras' they intend to charge for. The governing body's policy does not have to be the same as the local authority's policy, as long as it meets the requirements of the law.

Q. Can a school charge for an activity that takes place out of school hours?
A. This kind of activity is often referred to as an 'optional extra'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. See advice on optional extras on page 4 of DfE document *'Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities'*, May 2018.
The actual charge for the optional extra cannot exceed the actual cost of the provision. Schools cannot and must not make a profit from charging for optional extras. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Q. Can a school ask parents for voluntary contributions?
A. Schools may invite parents and others to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions must make it clear that the contributions would be voluntary. It should be remembered that education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the local authority or by the school to carry pupils between the school and an activity. Governing bodies should also clearly explain that children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

Q. The school has sent letters out to parents asking for contributions towards a school visit, do parents have to pay?
A. Head teachers or governing bodies may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment; and
- school funds generally.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity/visit. It would be advisable to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Q. Can a state boarding school make compulsory charges for day pupils?
A. State funded boarding schools **cannot** charge for education during school hours. They may however charge for extended services offered to day pupils, but this **must be optional**. Compulsory charges must never be made for extended day services including breakfast clubs, after-school clubs, evening meal and supervised homework sessions whether the pupils take up these services or not. Many maintained schools provide wraparound services but they are not part of the school day and it would be unlawful for state funded boarding schools to make wraparound services compulsory.

Q. What happens if the school is not able to raise enough voluntary contributions to cover costs?
A. 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.

Q. What if a parent is unable, or unwilling to make a voluntary contribution? How does this affect their child(ren)?
A. The school cannot exclude a child from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school

then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

Q. What support can a school offer a parent/carer who has difficulty making a financial contribution?
A. Where a residential trip includes education for which charging is prohibited and the pupil's parent is in receipt of certain benefits, they will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found at https://www.gov.uk/apply-free-school-meals. Schools must ensure that parents are aware of the support available to them when being asked for contributions toward the costs of school visits. Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities. Parents should be encouraged to speak to the head teacher in order to establish if such funding arrangements exist.
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.

Q. What about charges for transport during school hours?
A. Any transport provided by the school in school hours must be provided free of charge (though a voluntary contribution could be requested).

Q. Can the school charge for something like cooking ingredients or materials needed for a technology lesson?
A. The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Q. Can the school charge entry fees for examinations?
A. An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee.

Q. Can a school make a charge to pay for the administration required as part of the admission process?
A. Paragraph 1.9 (n) of the 'Schools Admission Code 2012' rules out requests from admission authorities for financial contributions as any part of the admissions process. Legislation prevents state funded schools from charging fees for admission or for providing education during school hours.

Q. Can a school ask for a direct debit to the school fund?
A. No. A school may ask for voluntary contributions, as long as it is clear that they are voluntary, but we are clear that state education should be free and we have no intention of changing this policy. No contributions may be sought as part of the admissions process.

Q. Can a school ask parents to contribute to (or pay in full) the cost of a tablet or computer?
A. Sections 451 and 454 of the Education Act 1996 prohibits schools from charging for education and the supply of materials, books, instruments or other equipment (this would include tablets), during school hours. However, there is no prohibition on asking parents to make voluntary contributions. Additionally, there is a specific exception in the legislation which enables schools to charge for materials where the pupil's parent wishes them to own the materials. All contribution requests to parents must make clear that the contributions are voluntary and that, if a parent cannot make or refuses to make a contribution, their children will not be treated any differently and will not be excluded from taking part in any activity or related equipment.

Q. What are community facilities?
A. Schools are allowed to provide facilities that can be used by the local community, for example out-of hours/holiday childcare or swimming pool sessions. These facilities further any charitable purpose for the benefit

of pupils at the school or their families, or people who live or work in the locality in which the school is situated. Academies should seek guidance from the Charity Commission if they are in doubt. Advice from the Charity Commission can be found at https://www.gov.uk/government/organisations/charity-commission.
Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school and or on community facilities.
Maintained schools should check the local authority's published financial "scheme" for maintained schools in their area for any rules about the carry of profit from one financial year to the next. Academies should determine fees and charges in accordance with chapter 6 of HM Treasury's Managing Public Money.

This policy was written with reference to the 'Charging for School Activities' Guidance from the Dfe website (October 2014)

Department for Education

Free childcare entitlements parental declaration form

Step 1: Your child's details- parents/carers to complete

Child's Surname(s):	
Child Forename(s):	
Name by which the child is known (if different from above):	
Date of Birth: Your will need to show your childcare provider evidence of your child's date of birth.	
Sex:	
Address:	

Step 2: Your details-parents/carers to complete

Parent / Carer 1	Parent / Carer 2
Surname:	Surname:
Forename:	Forename:
Date of Birth:	Date of Birth:
National Insurance number or Asylum Support Reference Number (previously NASS):	National Insurance number or Asylum Support Reference Number (previously NASS):

Step 3: Your child's eligibility- parents/carers to complete

To be completed with assistance from your chosen provider(s). Please tick which entitlement you will be using. If your child is two years old and eligible for both entitlements, you should use the entitlement for children from 2 years old receiving some additional forms of support first.

- ☐ Entitlement for children from 2 years old in families receiving additional forms of support:
  - If parents/carers live in England and are in receipt of certain benefits,
  - If a child is looked after by a local authority, has an EHC plan, gets Disability Living Allowance or has left care under an adoption order, special guardianship order or a child arrangements order.
- ☐ Working parent entitlement for children from 9 months old.
- ☐ Universal entitlement for 3- and 4-year-olds.

Your provider could receive extra funding for your child if certain criteria are met, please opt in by ticking the below boxes if they apply to you or your child:

The Disability Access Fund (DAF) is used to help providers to make reasonable adjustments in their settings, either to support an individual child, or for the benefit of all children attending the setting.

Is your child entitled to the Disability Living Allowance? Ticking yes will enable your chosen provider to receive the DAF.

☐ Yes ☐ No

Early Years Pupil Premium (EYPP) is paid to childcare providers to provide extra support for your child. EYPP can be used to improve teaching and learning facilities and resources to impact positively on your child's progress and development. Ticking yes to the questions may enable your chosen provider to receive the EYPP.

Are you in receipt of Universal Credit?

☐ Yes ☐ No

Is your child currently looked after by a local authority/have they ever been looked after by a local authority in England or Wales?

☐ Yes ☐ No

Are you an asylum seeker receiving support under Part Six of the Immigration and Asylum Act 1999?

☐ Yes ☐ No

Step 4: Document check-provider to complete

Documentary proof of DOB Type (e.g. birth certificate, passport):	
Document recorded by (name of staff member):	
Date document recorded (dd/mm/yyyy):	
Working parent eligibility code: (e.g. 12345678912)	
[If LA uses codes] 2-year-old eligibility code (if applicable):	

Step 5: Setting and attendance details- parents/carers to complete

You need to agree and complete this declaration form with each setting your child attends for their funded entitlement in order to ensure that funding is paid fairly to each of them. Your provider should help you to complete this section.

Your child can attend a maximum of two settings in a single day and if your child attends more than one setting the local authority will distribute the funding appropriately between the settings.

Setting name:	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week	Total weekly charge	No. of weeks per year (e.g. 38,45,51)
Total funded entitlement hours attended per day							n/a	
Total extra (chargeable) hours per day								
Total daily hours attended								

To fill in if your child attends more than one setting:

Total funded entitlement hours attended per day

	Mon	Tues	Wed	Thurs	Fri	Total no. of hours per week
Setting name:						
Setting name:						

To note: the maximum number of funded hours your child can receive is:

1) for 2-year-olds in families receiving additional forms of support: 15 hours a week for 38 weeks of the year

2) for children aged from 9 months of eligible working parents:15 hours a week for 38 weeks of the year (this will increase to 30 hours from September 2025). For 3 and 4 years old this can be combined with the below entitlement to a maximum of 30 hours.

3) for all 3 and 4YOs: 15 hours a week for 38 weeks of the year

If your child is splitting their funded entitlement across more than one setting, please nominate their main setting:

……..

Provider to complete:

Additional charges: Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible early education and care. The 15 or 30 hours must be able to be accessed free of charge to parents; that is, there must not be any mandatory charges for parents in relation to the free hours.

Government funding is not intended to cover the costs of meals, other consumables, additional hours or additional services. Providers can charge for consumables, meals and snacks, extra activities and additional hours provided they are not mandatory charges or a condition of accessing a place.

The costs of chargeable extras should be published on provider websites or, where they do not have any website, on local authority Family Information Services. These should be clear, up-to-date and easily accessible to parents, to enable parents to make an informed choice of provider.

	Mon	Tues	Wed	Thurs	Fri	Total weekly charge
Additional charges for consumables or additional charges per day						

Provide details of the charges made for consumables and additional services and itemised details of what these charges relate to: