



# Longmoor

Community Primary School

*Together we grow, explore, discover.*

## Statutory Charging Policy

<b>DFE:</b>	Statutory	<b>Category:</b>	Finance	<b>Review:</b>	3 years
<b>Last Reviewed:</b>		<b>Reviewed by:</b>			
<b>Status:</b>	ACTIVE				

Version Log		
<b>1.0</b>	Agreed by Governing Body	November 2021
	Updated and Reviewed by Governing Board	January 2026

# Contents

Version Control Information	3
Strategic Change Log (Governor Oversight)	3
1. Summary	4
2. Legal Framework	4
3. Activities for Which Charges Cannot Be Made	4
4. Activities for Which Charges Can Be Made	4
5. Voluntary Contributions	5
6. Optional Extras	5
7. Music Tuition	5
8. Residential Visits	5
9. School Meals	5
10. Damage to Property and Breakages	5
11. Uniform	5
12. Swimming	6
13. Remissions	6
14. Headteacher Discretion for Pupil Premium Pupils	6
15. Early Years Funded Provision	6
16. Review and Approval	7

## Version Control Information

This paper is intended to support **governor oversight** by identifying the **substantive strategic changes** between the **November 2021 Charging & Remissions Policy (vision in place at that time)** and the **January 2026 version currently being used as the basis for update**.

It deliberately **excludes minor wording or formatting changes** and focuses on areas that:

- Affect **equity, access, and inclusion**
- Introduce **new strategic commitments or risks**
- Require **governor assurance or challenge**

## Strategic Change Log (Governor Oversight)

Strategic Area	Nov 2021 Policy (Previous)	Jan 2026 Policy (Updated)	Substantive Strategic Change	Why Governors Need Oversight
<b>Policy vision and intent</b>	Primarily compliance-led, statutory explanation	Explicit commitment that no child is disadvantaged by family finances	Shift to values-led, equity-focused vision	Governors must assure alignment with inclusion, EDI and school values
<b>Legal framework clarity</b>	Statutory references embedded but limited	Explicit legal framework section (Education Act, EYFS regs, DfE guidance)	Strengthened statutory positioning	Reduces compliance risk and strengthens governance assurance
<b>Early Years funded provision</b>	Minimal reference to EYFS charging	Comprehensive EYFS section (15h, 30h, wraparound, consumables, invoicing)	<b>Major strategic expansion</b>	High-risk statutory area – governors must assure lawful charging
<b>Separation of funded vs paid hours (EYFS)</b>	Not explicitly articulated	Clear separation of funded entitlement, voluntary charges and paid hours	New safeguarding measure	Protects against unlawful charging and Ofsted challenge
<b>Voluntary consumable charges (EYFS)</b>	Not addressed	Explicitly voluntary, opt-in/out, no impact on entitlement	New clarification	Prevents exclusion of disadvantaged pupils
<b>Headteacher discretion (Pupil Premium)</b>	No explicit discretion stated	New section allowing HT to waive or reduce charges for PP pupils	New strategic lever	Governors must ensure fairness and alignment with PP strategy
<b>Remissions funding source</b>	Case-by-case via HT / finance committee	Explicit use of delegated budget or Pupil Premium	Strategic clarification	Links finance decisions to disadvantage strategy
<b>Residential visits – equity framing</b>	FSM exemption stated	Explicit, prominent link to FSM-based remissions	Strengthened equity focus	Ensures curriculum access for disadvantaged pupils
<b>Profit-making clarity</b>	Not explicitly stated	Explicit statement that school will not make a profit	Transparency improvement	Supports financial probity and parental trust
<b>Governance and review</b>	Standard approval statement	Review linked to legislative change and publication	Strengthened accountability	Meets Ofsted and audit expectations

## 1. Summary

This Charging and Remissions Policy sets out the circumstances in which the school may charge for activities and the arrangements for remissions. It is guided by the Department for Education document *Charging for School Activities* (May 2018) and reflects the requirements of the Education Act 1996.

The school is committed to ensuring that education provided during school hours is free of charge and that no child is disadvantaged because of their family's financial circumstances. This policy also sets out the school's approach to charging within **Early Years funded provision**, ensuring that funded entitlements are delivered **free at the point of delivery**, in line with statutory guidance.

The policy is published on the school website and is available upon request from the school office.

## 2. Legal Framework

This policy is based on:

- Sections 449–462 of the **Education Act 1996**
- **Charging for School Activities** (DfE, May 2018)
- The **Education (Charges for Early Years Provision) Regulations 2012**
- Statutory guidance for early education and childcare

All references to the governing body apply equally to the local authority, where appropriate.

## 3. Activities for Which Charges Cannot Be Made

The school will not charge for:

- Admission to any state-funded school
- Education provided during school hours, including:
  - Teaching
  - Learning materials
  - Books, instruments, and equipment
- Education provided outside school hours where it forms part of:
  - The National Curriculum
  - A prescribed public examination syllabus for which the pupil is being prepared
  - Religious education
- Instrumental or vocal tuition where it forms part of the National Curriculum
- Entry for prescribed public examinations where pupils have been prepared at the school
- Transport provided during school hours or as part of an educational visit
- Education and supply teacher costs for residential visits taking place during school hours

## 4. Activities for Which Charges Can Be Made

The school may charge for:

- Materials, books, instruments, or equipment where parents wish their child to own them
- **Optional extras**, including:
  - Education provided outside school hours that is not part of the National Curriculum
  - Board and lodging on residential visits
  - Transport not required for curriculum purposes
  - Extended day services (e.g. breakfast club, after-school clubs)
- Music and vocal tuition provided at the request of parents
- Community facilities

All charges will reflect **only the actual cost of provision**. The school will not make a profit.

## 5. Voluntary Contributions

The school may invite parents to make **voluntary contributions** towards activities where charges are not permitted by law, such as educational visits during school hours.

When requesting voluntary contributions, the school will:

- Make it clear that contributions are voluntary
- Ensure no child is excluded or treated differently if parents do not contribute
- Avoid pressurising parents to contribute
- Explain that activities may be cancelled if insufficient contributions are received

## 6. Optional Extras

Optional extras are activities that take place outside school hours and are not part of the National Curriculum, prescribed examinations, or religious education.

Where optional extras are provided:

- Charges will not exceed the actual cost of provision
- Charges will not subsidise other pupils
- Participation is by parental choice
- Parental agreement is required in advance

## 7. Music Tuition

Charges may be made for instrumental or vocal tuition where:

- The tuition is provided at the request of the parent
- It does not form part of the National Curriculum or the KS2 First Access programme

No charge will be made for pupils who are looked after by the local authority.

## 8. Residential Visits

The school will not charge for:

- Education provided during school hours
- Education provided outside school hours where it forms part of the National Curriculum, a prescribed examination syllabus, or religious education
- Supply teachers covering staff on residential visits

The school may charge for **board and lodging only**, and charges will not exceed actual cost.

Parents in receipt of qualifying benefits will be eligible for remission, in line with free school meal criteria.

The **50% rule** will be applied to determine whether visits take place mainly during school hours.

## 9. School Meals

School meals are chargeable unless pupils are entitled to free school meals. Charges are set by the governing body. Families who believe they may be eligible for free school meals are encouraged to contact the school office.

## 10. Damage to Property and Breakages

Where school property is wilfully or recklessly damaged or lost, the school may charge the cost of repair or replacement.

## 11. Uniform

School uniform items may be purchased from the school at cost price. The school accepts no responsibility for lost or damaged items.

## 12. Swimming

Swimming lessons provided during school hours as part of the PE curriculum are free of charge.

## 13. Remissions

Parents in receipt of qualifying benefits may be eligible for remission of charges, particularly for board and lodging on residential visits. The cost of remissions will be met from the school's delegated budget or Pupil Premium funding where appropriate.

## 14. Headteacher Discretion for Pupil Premium Pupils

The Headteacher may reduce or waive charges for pupils eligible for the Pupil Premium Grant. Families are encouraged to discuss support confidentially with the Headteacher.

## 15. Early Years Funded Provision

### Statutory Entitlement

The school delivers Early Years funded places in accordance with statutory guidance. **Funded entitlement hours are provided free at the point of delivery.**

No child will be refused a place, offered fewer funded hours, or treated differently because a parent chooses not to pay any voluntary charges.

### Funded Hours (Term time only – 38 weeks / year)

The school offers funded Early Years places in line with local authority requirements. Funded hours are offered equally to all eligible children, regardless of whether parents choose to pay voluntary consumable charges.

### Delivery of Funding: Free entitlement 15 hours childcare

All children aged 3 and 4 years old who live in England are eligible for 15 hours Universal Funding. This funding will start the term after a child turns 3. Once a place is confirmed by the school, a funding code is not needed to access the place. The school offers 15 hours per week funded sessions, at 3 hours per day across 5 days per week as follows:

**AM Session:** 8.30am – 11.30am

**PM Session:** 12.15pm – 3.15pm

### Delivery of Funding: Extended Childcare Information: 30 hours childcare (extended entitlement)

The Extended Free Entitlement (30 hours) is for working families of 3- and 4-year-olds who meet certain criteria. Parents/Carers are required to check their eligibility on line via the HMRC website and provide an eleven-digit eligibility code to school, who will verify eligibility. Parents must reconfirm eligibility with HMRC every 3 months. School will re-check eligibility prior to each term via the Liverpool Early Years portal. The school offers 30 hours per week funded sessions, at 6 hours per day across 5 days per week as follows:

**30 Hours delivery:** 8:30am – 2.30pm

A Valid funding code must be in place prior to a child starting. If a code is not renewed in the grace period, a funded place will be lost. In such circumstances, the extended hours will become chargeable as detailed below.

All children who attend a 30-hour session will be provided with a school meal at an **additional cost of £2.40** (unless FSM entitlement) per day, or a packed lunch should be provided by the Parent/Carer.

The cost of a 30-hour place where a child is **not eligible for the additional 15 hours** extended funding (but still entitled to 15 hours Universal) is **£77.00 per week**.

## Wraparound (Optional)

Breakfast and afternoon wraparound (extended) hours are available (**optional**), as a paid provision. School offers daily hours, 5 days a week on a pay as you go basis as follows:

### Hours:

7.45am – 8.30am (€3.85 per session)

2.30pm–3.15pm (€3.85 per session)

All paid hours are charged via parentpay.com and are payable on a weekly basis.

School can accept tax free childcare towards **paid** hours. Parent/ carers can apply for tax free childcare at [gov.uk/tax-free-childcare](http://gov.uk/tax-free-childcare)

Parent Declaration forms must be completed prior to starting any Nursery place, as per the letter issued by the school.

A Transfer of Funding form must be completed upon requests to change setting mid-term. These will be submitted to the Local Authority and will only be granted in exceptional circumstances. School reserves the right to claim for a full term, if a child attends a full week or more.

## Voluntary Consumable Charges (Early Years)

The school may request **voluntary contributions** for consumables used during funded sessions, such as:

- Food and drink
- Craft and learning materials
- Enrichment or celebration activities

These charges are **optional**. Children will receive their full funded entitlement whether or not parents choose to contribute.

Parents may opt in or out of voluntary consumable charges and may change their decision with reasonable notice.

## Invoicing (Early Years)

Invoices / Charges for Early Years provision will clearly separate:

- Funded entitlement hours (shown as €0.00)
- Voluntary consumable charges
- Any additional paid (non-funded) hours

An Invoice statement will be issued by the school on a termly basis.

## Attendance and Funding

Early Years funding is claimed in line with local authority requirements. Where funding is withdrawn due to non-attendance or ineligibility, parents will be informed in writing before any charges are applied.

## Publication

Further information about Early Years charging and funded provision is published on the school website and/or the local authority Family Information Service Directory (FISD). (W: [fisd.liverpool.gov.uk](http://fisd.liverpool.gov.uk))

## 16. Review and Approval

This policy will be reviewed in line with changes to legislation or statutory guidance. It is approved by the governing body and published on the school website.