



**THE RACKHAM**  
**C OF E PRIMARY SCHOOL**

# Charging and Remissions Policy

**Policy Number:** STAT 022

**Date:** February 2025

The Rackham C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### **Purpose**

We aim to provide a broad, balanced curriculum for pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support the school would find it impossible to maintain the quality and breadth of educational experiences provided for pupils.

### **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

### **Responsibilities**

The Governors, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

Staff are responsible for:

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

### **What we charge for**

School Meals – Children in Reception and Key Stage 1 all qualify for Universal Free School meals, so no payment is necessary for any midday meal provided by the school. For children in Key Stage 2, meals are chargeable at £2.40 (except for exceptional meals such as Christmas dinner whereby the cost will be made clear at the time) unless the child qualifies for means tested free school meals. Meals should be booked and paid for advance where required.

Extra Curricular Clubs - A charge will be made for wraparound care and also some clubs where there is an extra cost to the school for example cookery club. Costs for wraparound care are laid out in the wraparound care policy. Any costs involved in clubs, will be made clear before and at the time of booking on MCAS.

Day and Part Day Educational Visits - For visits during school time the Headteacher will invite voluntary contributions from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Pupils will not be treated differently according to whether or not their parents have made any contribution.

Residential Visits - Parents will be charged for the full cost of the visit including travel, board and lodging, materials equipment, tuition, entrance fees and insurance when a visit is deemed to be an 'optional extra'. An optional extra:

- Falls wholly or mainly outside school hours
- Does not form part of the national curriculum or the statutory requirements for religious

education.

Instrumental Music Tuition - The school currently uses private peripatetic music teachers along with Cambridgeshire Music. Fees for lessons that come with a charge are payable directly to these teachers. A subsidy is available for children who qualify for Pupil Premium.

Materials and Equipment - No charge is made for materials and equipment used in curriculum time. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

Breakages and damages - Governors may require parents to pay for the cost of damage caused by a pupil's misbehaviour (e.g. breakage of a window, damage to furniture). This also applies to lost, damaged or defaced textbooks.

Lettings - The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities (refer to Lettings Policy)

Pre-School Sessions – Parents will be charged for sessions that are not covered by early years funding. This will be charged for the term in advance with no deduction for absences unless exceptional.

Pre-School Waiting List Place Reservation - To secure your place on the waiting list, we require a refundable deposit of £30.00 which will be taken off any fees due or refunded within the first month of starting Pre-School.

If you do not take up any place, we required one month's notice prior to your child's start date, otherwise the deposit will be retained.

Pre-School Snacks – Parents will be charged an amount per day to provide a healthy snack if attending a morning session. This charge is a voluntary contribution.

Pre-School Wraparound Care – Parents will be charged if their child attends the early drop-offs or late pick-ups.

Other Charges - The Headteacher or Governing body may levy charges for miscellaneous services up to the cost of providing such services, e.g. for providing a copy of an OFSTED report or for non – school based organisations such as theatre companies/authors.

### **Calculating Charges**

When charges are made for any activity, whether during or outside 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 cannot.

### **Remissions**

In circumstances of family hardship that makes it difficult for pupils to take part in particular activities for which a charge is made, or where parents are eligible for Pupil Premium (in receipt of universal credit or other income support, current eligible benefits can be found on the DFE website), the school will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remissions will be made by the Headteacher and will be at their complete discretion but subject to guidance, if any, by the Governing body. This may involve the school

applying for financial support for such activities for any one of a number of trusts.

### **Monitoring arrangements**

This policy will be reviewed and agreed in line with Government guidelines by the Governors and may amended as appropriate. Any eventuality not covered by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy of charging.

### **Approved and signed by:**

**Headteacher**



**Signed:**

**Date: February 2025**

**Chair of Governing body**



**Signed:**

**Date: February 2025**