SCHOOL CHARGING AND REMISSIONS POLICY

STALMINE SCHOOL

Author
Daniel Smith (Headteacher) & Stalmine Primary Governing body

Updated: October 2025
Next review: September 2026

STALMINE SCHOOL CHARGING AND REMISSIONS POLICY

INTRODUCTION

The charging and remissions policy is subject to annual review to ensure compliance with statutory requirements.

CHARGING POLICY

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 for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer.

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

- Examination re-sit(s) if the pupil is being prepared for the re-sit at the school.

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:

- School will inform parents on low incomes and in receipt of defined benefits of the support available to them when being asked for contributions towards the cost of school visits.

- 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, or the school cannot fund it from some other source, then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to contribute.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.

- Optional extras (see below).

- Music and vocal tuition, in limited circumstances (see Appendix A).

- Certain early years provision (see the Education (Charges for early years provision) regulations 2012).

- Community facilities. (See s27 education act 2002).

Optional Extras

Charges may be made for some activities which are detailed below:

- Education provided outside of school time that is not:

    - part of the national curriculum.
    - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
    - part of religious education.

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).

- Board and lodging for a pupil on a residential visit (subject to remission arrangements).
  School will inform parents of those pupils eligible for FMS of the support available to them at a significantly discounted rate. If any parent is unable to contribute at all towards the cost of board and lodging (in receipt of defined benefits), school will look to ensure that the child's place is fully funded by school to ensure that the pupil does not miss out.

- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

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.
- 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; and
- 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.

ONLINE PAYMENTS

The preferred option for school payments is online through the online payment platform (ParentPay). All parents are invited to set up an account with ParentPay which helps to keep on top of monies owed to school for various activities without the need to pass cash through school. Stalmine Primary has now become predominantly a cashless school.
*If ParentPay is not a feasible payment option for parents, other payment avenues will be considered on an individual basis.

TAX FREE CHILD CREDITS

Tax-Free Childcare can help with paying for care that is outside school hours, for example after school clubs or breakfast clubs.

If your child has not yet started formal primary school, you can get help paying for childcare provided by a school. This includes nursery/pre-school fees.

For parents using the Tax-Free Childcare Voucher Scheme, parents must notify the school in advance the term prior to the required provision to book necessary places. The school bursar will reserve places and notify parents of money owing. Parents will then access their tax-free childcare government account and deposit the correct amounts which will then come through to school with the adjusted amounts. Parents

will be asked to pay upfront for provision required and this should be cleared in the school account prior to the term when the provision is required. If payment hasn't been cleared before the term of the required provision, pupils will not lose the provision, however, full payment will be expected during the term and reminders will be sent to parents. If payment is not received by the last day of the term where the provision has been taken, pupils will not be booked in for any provision for the following new term until payment is cleared in the school bank account.

DEBT MANAGEMENT POLICY

Wherever possible school will aim to help parents who fall behind with their payments for any other provision in school e.g. STARLIGHTS after school/breakfast clubs, Pre-school/Nursery provision, music tuition or any other provision that requires payment for.
Parents will always be given reminders throughout the term to clear debts that are starting to accrue without attempts being made to clear these debts. There will be a message home first as a gentle reminder to advise that accounts have gone into debt and this has been left beyond a week. If there is no evidence of the debt being cleared a week further on then another reminder via a message will be sent with a deadline date to clear debts before the end of a school term. **In the final week of the school term, a letter from the Headteacher uploaded to the communication (dojo) platform/email will be sent to indicate that unless the debt is cleared at school term closure, the provision for the child will NOT continue into the next term**.

REMISSIONS POLICY

There will be no board and lodgings charges for pupils *(invited to attend residential visits)* where it is deemed that a contribution cannot be provided at all by parents/carers which may result in the pupil not being able to participate. This is subject to change but usually equates to those parents on specified benefits and pupils being eligible for free school meals. In these circumstances the school will look to part fund the cost of the trip for these pupils at first and in some circumstances, this may be the full cost of the trip where it is deemed that a contribution cannot be provided at all.

Charges for other 'chargeable activities' may be fully or partially remitted. Where appropriate Governors approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities' to be fully or partly remitted.

Details of remission arrangements will be stipulated when parents are advised of charges for individual activities.

APPENDIX A

MUSIC TUITION

Link to Government guidance:

The Charges for Music Tuition (England) Regulations 2007

Children Act 1989 (legislation.gov.uk)

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may 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).