





DINGLE COMMUNITY PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

The school aims to promote equality in all aspects of school life and with regard to all matters embraced by this policy will comply with the provisions of the **Equality Act 2010** and the **Special Educational Needs and Disability Act 2002**.

Date adopted:	7 th September 2015
Date reviewed:	1 st December 2016
	19 th October 2017
	16 th October 2018
	23 rd October 2019
	30 th September 2020
	28 th September 2021
	14 th September 2022
	14 th September 2023
	17 th October 2024
Next review due:	Autumn 2025
Reviewed by:	Governing Board
Signed:	 (Headteacher)
Signed:	 (Chair of Resources and Safeguarding Committee)
Date:	17 th October 2024

1. Introduction

The Governing Board has adopted a charging and remission policy based on Local Authority guidelines and guidance contained in 'Charging for school activities' (DfE, October 2014).

The Education Act 1996 requires the Governing Body to:-

"... determine and keep under review a policy with respect to the provision of, and the classes or descriptions of cases in which they propose to make charges for, any optional extra or board and lodging in respect of which charges are permitted by Section 455 ..."

2. Statutory requirements relating to charging

The Governing Board notes that:

- The Education Act 1996 allows charges to be made in the following areas:

Optional Extras	Activities not related to the National Curriculum or to prescribed public examinations or to fulfil duties relating to religious education taking place out of school time.
Individual Instrumental Tuition	Individual instrumental tuition not related to the National Curriculum or to prescribed public examinations.
Materials used in Craft Subjects	Subject to the parents/carers having agreed in advance they wish to own the finished product.
Board and Lodging Charges	At any time (in school time or otherwise), subject to full remission to those parents/carers in receipt of Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit, Universal Credit, for residential visits taking place or deemed to take place in 'school time'.
Examination Entry Fees	Public examinations not prescribed in regulations. Prescribed public examinations where the pupil has not been prepared by the school. Resits or prescribed public examinations where no further preparation has been provided by the school.

- No charges may be levied for school activities taking place or deemed to take place in school time.
- Voluntary contributions must be genuinely voluntary.
- There is no obligation on parents/carers to contribute and that pupils will not be treated differently according to whether or not their parents/carers have made any contributions.
- In general, participation in all trips and visits is voluntary and notwithstanding the charging requirement parents/carers have the right, for whatever other reasons, to choose that their children do not participate.
- Should participation in any trip be essential for the fulfilling of the school's duties relating to the National Curriculum, public examinations or the provision of religious education, parents/carers will be so informed on the occasion of each trip. In these cases, the full cost of the trip will be met by the school, less any voluntary contribution parents/carers may be prepared to make.

3. Charging and Remissions Policy

- The Governing Body reserves the right to make charges where the law allows and as set out in 2 above.
- Individual instrumental tuition able to be accommodated at the wishes of parents/carers will be on the understanding that parents/carers meet the full costs involved.
- From time to time it may be possible for the costs of trips and activities to be subsidised either wholly or in part from school budget. Parents/carers will be so informed when these occasions arise.
- Should the Governing Board choose to hold "in school time" residential visits at some other venue, remission of board and lodging costs will be provided by the school to those who are in receipt of Pupil Premium Fund.

- The Governing Board have instructed the Headteacher that parents/carers will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual pupils' misbehaviour.

4. Voluntary Contributions

From time to time the school organises educational visits in order to enhance the curriculum. These will only be able to take place if they are financially viable and parents/carers are willing to make voluntary contributions. No pupil will be excluded from an educational visit and the viability of such visits will be dependent upon the level of contributions and the actual cost to the school.

5. Extended Schools Activities

The school provides extended services such as Breakfast Club and After School Club for which a charge is made to cover the costs of staffing, refreshments and resources.

6. Circumstances where charges may be remitted

(a) Residential visits

- Where the parents/carers of a pupil meet the eligibility criteria stated above, the Governing Board will, on written request, remit in full the cost of board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum. The cost of transport, optional activities and spending money must be borne by the parents/carers.

(b) Other educational visits/activities for which a charge is made (other than educational visits and activities which are subject to a request for voluntary contributions)

- Where the parents/carers of a pupil meet the eligibility criteria stated above, the Governing Board may remit in full or in part the cost of other educational visits or activities for which a charge is made.

(c) Procedure

- In the case of a residential visit, the parents/carers must write to the Headteacher and evidence that their child qualifies to be considered for funding for the cost of the board and lodging element of the residential visit. Authorisation for remission will be made by the Headteacher in consultation with the Chair of Governors.
- In the case of other educational visits or activities, for which a charge exceeding £10 is levied, the parents/carers must write to the Headteacher and evidence that their child qualifies to be considered for a contribution towards funding for the cost. Authorisation for remission will be made by the Headteacher in accordance with the following scale:

Cost	School contribution
Up to £10.00	Nil
£10 to £100.00	50% of the amount between £10.00 and £100.00
Over £100.00	50% of the amount between £10.00 and £100.00, plus 75% of the amount over £100.00

Examples:

(a)	Educational visit costing £10.00	School contributes Parents/carers contribute	Nil £10.00
(b)	Educational visit costing £100.00	School contributes 50% of £90.00 Parents/carers contribute	£45.00 £55.00
(c)	Educational visit costing £150.00	School contributes 50% of £90.00 (£45.00) plus 75% of £50.00 (£37.50) Parents/carers contribute	£82.50 £67.50

- Written requests for consideration for a contribution towards funding must be supported by documentary evidence to prove eligibility.