



**CHARGING AND REMISSIONS
POLICY 2024 -25**

Our vision

Our vision is to provide a safe, caring and nurturing environment, where everyone is given opportunities to learn, discover and grow in our changing world. We will live out our Christian values of Respect, Hope, Love, Forgiveness, Trust and Honesty and strive to guide our community into leading fruitful lives, learning from Jesus' teachings, to love themselves and one another in order to achieve success. 'Teach children how they should live, and they will remember it all their life.'

Proverbs 22:6

Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. The principal circumstances in which charging is permissible under the Education Act 1996 are as follows:

School governing bodies and local authorities, cannot charge for:

- An admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination, 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(s) at the school.

Schools and local authorities can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras;
- Music and vocal tuition, in limited circumstances;
- Certain early years provision;
- Community facilities.

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

Education provided outside of school time that is not:

- a) Part of the national curriculum;
- b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- c) Part of religious education.
- 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.

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.

2. School Trips

Residential (Essential) - For residential trips which are essential to the National Curriculum or are in preparation for accredited examinations, a charge may be levied for board and lodging.

Residential (Non-essential) - For residential trips which are not essential to the National Curriculum in which the majority of the trip takes place out of school hours, a charge will be levied up to the full cost of the trip.

3. Materials, books, instruments and equipment

Any materials, books, instruments, or equipment, where the pupil or parent wishes him/her to own them, a charge may be levied for the cost of the materials used.

4. Music Tuition

Cleeve Prior CE Primary reserves the right to levy charges in respect of individual and group music tuition, if the teaching is not an essential part of either the national curriculum or an accredited qualification syllabus being followed by the pupil. However, the school does not currently charge parents for music lessons.

5. Activities out of school hours

No charge will be made for activities outside school hours that are part of the national curriculum, or that form an essential part of the syllabus for an accredited qualification.

For all other activities outside school hours, the school reserves the right to charge up to the cost of the activity.

6. Damage / loss to property

Cleeve Prior CE Primary School reserves the right to levy a charge in respect of wilful damage, neglect or loss of school property and/or third-party property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head of School may decide.

7. Voluntary Contributions

Where Cleeve Prior CE Primary School cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

8. Lettings

The school's letting policy is included in the finance policy and is reviewed annually.

9. Wrap-around-care

Cleeve Prior CE Primary School offers before and after school wrap-around care. This is provided at a cost to parents. It should be booked, using the pro-forma provided by the Thursday before the dates needed. All fees should be

paid into the School Fund account before wrap-around care is provided. The school reserves the right to withdraw this provision if fees are not paid.

10. Remissions

If a pupil attracts an element of the Pupil Premium Grant the school reserves the right to remit charges in respect of the pupil, if it feels it is reasonable in the circumstances, in the following matters:

- a) Music tuition
- b) Residential cost of trips
- c) Educational resources
- d) Educational trips, including rewards trips
- e) Uniform

The extent of remission will be decided by the Head of School and Chair of Governors.

This policy will be reviewed annually