



Beeston Primary School

Charging & Remissions Policy

<i>Date agreed by Governing Body</i>	<i>May 2023</i>
<i>Review date</i>	<i>May 2024</i>
<i>Person(s) responsible for this policy</i>	<i>S. Waldron & G. Taylor</i>

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

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

Definitions

- Charge: a fee payable for specifically defined activities.
- Remission: the cancellation of a charge which would normally be payable.

Responsibilities

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher.

Equality & Inclusion

Beeston Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to:

- Participate fully in school curriculum.
- Contribute to all aspects of school life.

Charges cannot be made for the following:

The Governors recognise that legislations prohibits charges for the following:

- 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.
- Admission applications.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as 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.
- Education provided on any trip that takes place during school hours.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for the following:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Supply teachers engaged purely for optional extras
 - Entrance fees
 - Insurance costs
- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Where music tuition or singing tuition is not an essential part of the National Curriculum, charges may be made.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Extended day services offered to pupils (such as breakfast clubs and after-school clubs).
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- A charge of £10 for up to 30 minutes will be made for children who are not collected within 15 minutes of the end of the school day or after school activity, and a further £10 for each 30 minute period the child is not collected.

- Damage/vandalism/loss to and of school property. Damage to property belonging to third parties off of school premises caused by pupils or staff whilst on school premises.
- Voluntary Youth and Community use of the school hall at £30.00 per hour.
- Adult and Commercial use of the school hall at £38.00 per hour.
- Voluntary Youth and Community use of a classroom/meeting room £17.00 per hour.
- Adult and Commercial use of a classroom/meeting room £27.00 per hour.

Please contact School Letting Service for an application form on:

Lettings Team (School and Community Lettings)
Business Support Centre
Leeds City Council
Civic Hall
Calverley Street
Leeds
LS1 1UR
Tel: 0113 3787998
educ.lettings@leeds.gov.uk

Remission

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit.
- Child Tax Credit – provided you're 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 you stop qualifying for Working Tax Credit.
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Voluntary Contributions

When organising school trips, visitors or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. Parents will be invited to make a contribution for the following:

- Entrance Fees for visits/trips during the school day.
- Transport costs for visits/trips during the school day.
- Workshop activities which enrich the curriculum.
- A visitor or educational experience in school.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay.
- Pupils will not be treated differently according to whether or not their parents have made any contributions in response to the request.
- The trip/visitor/workshop etc may not go ahead as planned if insufficient voluntary contributions are received.
- That there is no provision for refunds when the school is committed to non-refundable deposits and payments.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

School Milk/Meals

The Governing Body will determine and publish annually the price to be charged for school meals and school milk.