

Beeston Primary School

Charging & Remissions Policy

<i>Date agreed by Governing Body</i>	<i>10th November 2025</i>
<i>Review date</i>	<i>November 2026</i>
<i>Person(s) responsible for this policy</i>	<i>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.

Beeston Primary School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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
- **Voluntary contribution:** a payment requested by the school to support an activity, which parents are under no obligation to pay

Responsibilities

The Governing Body of the school is responsible for determining the content of this policy and monitoring its implementation. The Headteacher is responsible for implementation and ensuring staff are familiar with the policy and apply it consistently. Any determination with respect to individual parents will be considered by the Senior Leadership Team. Staff and parents/carers should notify the headteacher of any concerns or queries regarding this policy.



Equality & Inclusion

Beeston Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. The school will minimise financial barriers to participation where possible. In practice, this means the children have an entitlement to benefit from all educational activities and to:

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

Charges cannot be made for the following:

The governing body recognises that legislation 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
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer. Charges cannot be made if the tuition is an essential part of the National Curriculum, is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme, or is for a pupil who is looked after by a local authority
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place 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
- 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 they have 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 actual costs)
- Optional extras - activities wholly or mainly outside school hours that are not part of the National Curriculum, a prescribed public examination, or religious education. Charges may include the proportionate costs for an individual child of:



- Travel
- Materials and equipment
- Non-teaching staff costs
- Supply teachers engaged purely to provide the optional extras
- Teaching staff employed to provide tuition in playing a musical instrument or vocal tuition, where the tuition is an optional extra
- Entrance fees
- Insurance costs
- Buildings and accommodation
- Any materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Instrumental or vocal tuition provided either individually or to groups of pupils, where the tuition is provided at the request of the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition
- Examination entry fees if the pupil has not been prepared for the examination at the school
- Examination re-sits if the pupil is being prepared for the re-sit at the school and the pupil fails, without good reason, to meet any examination requirement
- Breakages and replacements as a result of damage 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 childcare 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, and damage to property belonging to third parties caused by pupils whilst on school premises

Lettings Charges

- Voluntary Youth and Community use of the school hall at £34.00 per hour
- Adult and Commercial use of the school hall at £42.00 per hour
- Voluntary Youth and Community use of a classroom/meeting room £19.00 per hour
- Adult and Commercial use of a classroom/meeting room £29.00 per hour
- The governing body reserves the right to waive charges if this is to the benefit of the children

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 or carers are in receipt of any of the following support payments, in addition to being entitled to free school meals, will 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 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they applied on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

Parents/carers must notify the school office of their eligibility before booking a place on a residential trip.

Voluntary Contributions

When organising school trips, visitors or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the activity. Parents will be invited to make a voluntary 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
- No child will be excluded from an activity if their parents/carers are unwilling or unable to pay
- Pupils will not be treated differently according to whether or not their parents have made a voluntary contribution in response to the request
- The trip/visitor/workshop etc. may not go ahead as planned if insufficient voluntary contributions are received
- Where the school has committed to non-refundable deposits and payments (including deposits to external providers or purchases made by the school), these cannot be refunded to individual families if their child subsequently cannot attend

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. Information about free school meal eligibility is available from the school office.

