



Approved by:	FGB	Date:	April 25
Last reviewed on:	New updated policy		
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Charging & Remissions Policy

1. INTRODUCTION

- 1.1 The school follows the County Council Guidelines with regard to the charging policy.
- 1.2 Activities that are offered wholly or mainly during normal teaching time are available to all pupils regardless of their parents' ability or willingness to meet the costs.
- 1.3 Voluntary contributions towards the cost of an activity organised by the school, whether during or outside school hours, will be requested from parents but requests will make it clear that there is no obligation to contribute. However it will also made clear that unless the majority of the cost is met from contributions the activity may be unable to take place
- 1.4 Charges will be made to parents for optional activities, which are provided wholly, or mainly outside school hours.

2. SCHOOL VISITS

- 2.1 The children of this school have always gained first-hand experience and pleasure by visiting places of interest, theatres, museums etc. This in turn motivates and stimulates the educational learning process in many areas of the curriculum. In the past most trips have taken place because parents have generously contributed towards transport and entrance fees.
- 2.2 No charge can be made for these activities if they take place in school hours. However, visits can only continue if parents make a voluntary contribution towards the cost. No child will be excluded from the visit if his/her parents do not wish or cannot afford to do so but it will be made clear that visits may not be able to take place unless a high percentage of voluntary contributions are made.

- 2.3 With parents' support and generosity, it is hoped that the school will be able to continue to take children on visits as before.

3. SWIMMING

- 3.1 To fulfil the requirements of the National Curriculum, children in Key Stage 2 will be taken swimming on a rota basis during the year. No charge will be made for this activity but a voluntary contribution will be requested to cover the cost of transport to and from the swimming pool.

4. MUSIC TUITION PROVIDED BY THE COUNTY MUSIC SUPPORT SERVICE

- 4.1 The Lincolnshire County Council Music Support Service can provide tuition with a fully qualified specialist teacher. Such tuition is over and above the requirements of the National Curriculum and will therefore be charged for. The Music support Service charges the school and these charges will be passed on to parents based on 36 lessons per year paid in 3 termly variable instalments. No charge will be made for administration.
- 4.2 Parents will be required to pay for tuition one term in advance and if a parent wishes to cancel music lessons one term's notice will be requested. Refunds will be made at the end of the academic year only if a tutor has failed to give 36 lessons during the year. Charges will still be made if a student fails to attend their lesson, including failure to attend because of a school trip.
- 4.3 Charges will be levied as a proportion of the hourly rate charged by the Music Support Service for example:

15minute Individual lesson – $\frac{1}{4}$ of the hourly rate

10 min lesson shared between 2 or more pupils – $\frac{1}{6}$ of the hourly rate

- 4.4 Parents in receipt of Income Support, Universal Credit, Income Based Jobseeker's Allowance, Disability Living Allowance or Incapacity Benefit may be able to claim 50% of the charges made by the Music Support Service through their remission scheme. The school will arrange this on receipt of evidence that one of the above benefits is being claimed which should be provided at the start of each term. Receipt of Child Tax Credit is not eligible for remission. No charges will be made to a pupil who is in the care of the local authority (within the meaning of section 22(I) of the Children Act 1989)

5. SCHOOL VISITS

- 5.1 Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether this is deemed to take place in or out of school hours. However a charge can only be made for the activity **outside school hours** if it is not part of the national curriculum, and not part of religious education.

If 50% or more of the time spent on the visit occurs during school hours, it is deemed to take place in school hours – time spent on travel counts in this calculation, if the travel is within school hours. (School hours do not include the break in the middle of the day)

Where **less than** 50% of a visit falls during school hours then it is deemed to take place out of school hours and a charge may be made.

If less than 50% is outside school hours then a charge may not be levied for the cost of travel or the education provided although a charge may be made for activities or board and lodging.

5.2 RESIDENTIAL VISITS

Schools **cannot** charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of religious education
- Supply teachers to cover for teachers on visits

Schools **can** charge for:

- Board & lodging and the charge must not exceed the actual cost

If the number of school sessions (2 per day) taken up by a visit is equal to or greater than 50% of the number of ½ days spent on the visit, it is deemed to be during school hours (even if some activities are in the evening)

Ex 1. Pupils are away from Wednesday 12 noon to 9pm Sunday. This counts as 9 half days inc 5 school sessions, so the visit would be deemed to have taken place during school hrs.

Ex 2. Pupils are away from Thursday noon to 9pm on Sunday. This counts as 7 half days inc 3 school sessions, so the visit would be deemed to have taken place out of school hrs.

5.3 Although a charge may not be levied for residential visits taking place in school hours parents of children wishing to participate will be asked to make a voluntary contribution to cover the cost of travel and activities as well as paying the charges for board and lodging. The school is unable to subsidise residential trips and reserves the right to cancel a trip unless 100% of the contributions are received.

6. REMISSIONS

6.1 Parents can receive support for payment of Residential visits where they are in receipt of the following benefits:

- Income Support (IS) or income based Jobseeker's Allowance (IBJSA)
- Universal Credit in prescribed circumstances
- An Income-related Employment and Support Allowance (ESA(IR))
- Support under Part VI of the Immigration and Asylum Act 1999

- the Guarantee element of State Pension Credit
 - Child Tax Credit

In these cases, the Governing Body will provide full remission of board and lodging charges for residential visits. The school will approach local charitable trusts to sponsor the children of parents in receipt of the above benefits where possible and will seek a voluntary contribution from the parents as a token payment towards the costs. For those pupils receiving Free School Meals, any outstanding costs may be met from the Pupil Premium Funding.

6.2 Charging in Kind:

The Governing Body may, from time to time, invite parents to make a voluntary contribution towards the cost of providing materials, ingredients or equipment for the activities such as needlework and cookery. However the HT must make it clear that there is no obligation to make a contribution.

6.3 Charging for Breakages and Fines:

The Governing Body may request a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost text book etc. where this is the result of a pupil's behaviour.

7. REVIEW

7.1 This Policy was reviewed in the April 2025