

BLACKROD PRIMARY SCHOOL



Charging and Remissions Policy

Approved by: HR Finance Premises H&S Committee

Last reviewed on: Autumn Term 2025

Next review due by: Autumn Term 2026

VERSION CONTROL

| Version | Summary of change | Date |
|---------|--|----------------|
| 1 | Review and update of old policy document | March 2019 |
| 2 | Review of old policy document | November 2022 |
| 3 | Wording updated re charges | September 2023 |
| 4 | No Changes | September 2024 |

Statement:

The policy complies with the requirements of the Education Act 1996

The main provisions are:-

- schooling should be free.
- activities should be available to all regardless of Parent/Carers ability or willingness to pay.
- charges may be made for optional extras which occur outside the School Day.
- schools are free to invite voluntary contributions in support of any activity whenever it takes place.

School Policy.

The Governing Body has decided that its policy will be to request voluntary contributions for visits and activities within school time. There will be no obligation to contribute and pupils will not be treated any differently according to whether or not Parent/Carers have contributed.

Parent/Carers will receive a letter explaining the nature of any proposed activity and its value in educational terms. It will indicate the contribution per pupil which will be required if the activity were to take place. It will emphasise that no pupil will be omitted from the activity because their Parent/Carers are unwilling or unable to contribute, but it will make equally clear that the activity would not take place if Parent/Carers are reluctant to support it.

Requests for voluntary payment will be for board and lodgings on residential visits and or activities which take place outside school hours but which are not provided as part of the curriculum.

No charges will be made for activities provided outside school hours if the activity is to fulfil requirements in the curriculum for a prescribed public exam or is specifically to fulfil duties relating to the National Curriculum, or is specifically to fulfil duties relating to religious education.

Remissions

Where Parent/Carers are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory

requirement to remit some of the costs incurred for activities that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite Parent/Carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Charges:

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are outside the school day (eg. Residential board and lodgings)
- After school and pre-school clubs eg childcare / Extra curriculum Provision
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists, workshops etc.
- Damage to / loss of school books.

Individual Music Tuition

- Charges may be made to Parent/Carers for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

Ingredients or Materials for Practical Subjects

- Parent/Carers are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if Parent/Carers have indicated, in advance, their wish to own the finished product.

Lost School Equipment, Books etc

- Parent/Carers will be expected to replace or pay for the cost of lost items of School property.

Breakages and Damage to School Buildings, Furniture or Property

- Parent/Carers will be charged for damage caused as a result of a pupil's behaviour.

Photocopying

- Any photocopying that is requested by Parent/Carers relating to their child, under the 'Freedom of Information Act', will be charged at **20p per sheet and 50p for any colour printing.**

Private fees

- Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. Mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £12 per hour) as well as photocopying charges (not less than 20p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.