

Chase Terrace Primary School

Charging & Remissions Policy Academic Year 2025/2026



Together we Learn
Together we Aspire
Together we Succeed

Person Responsible:	Headteacher
Approval Body:	Chair of Governor's (Using Chair's Power to Act)
Date of approval:	18th September 2025
Review date:	September 2026

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Body.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognise that the 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;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- 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 the school's basic curriculum for 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 he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

- (a) board and lodging on residential visits at £125.75 per child per visit and £30 for children entitled to free school meals, relating to residential visit taking place in December 2025
- (b) breakages and replacements as a result of damages or loss caused wilfully or negligently by pupils up to cost of replacement
- (c) Letting of the school premises or grounds (charges as detailed in lettings policy)
- (d) Extended school care activities such as "wrap around" nursery provision at £16.00 per 3.5-hour afternoon session and for the lunchtime session - £7.00 for 1.5 hour and £2.30 for 0.5 hours. These fees are non-refundable for pre-booked sessions. Fees will be payable in advance. Parents/carers will be notified of fees due at least 7 days prior to the start of the month and payment will be required via ParentPay before the 1st session of the month. The care provision will be withdrawn if payment has not been made by the 1st session in the month. Ad hoc sessions must be paid within 24 hours of the start of the session. Non-payment will result in the withdrawal of any further care provision

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Remissions

Residential visits will be subsidised by the school for all pupils.

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

Trips and full remission for all other school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Income Related Employment and Support Allowance
- d) The Guarantee Element of State Pension Credit
- e) Support under part VI of the Immigration and Asylum Act 1999;
- f) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16190.

For these pupils, a charge of £30 for residential visits will be requested.

For all other charges, the full cost is to be charged. Requests for reduced rates or exemptions to be determined on a case by case basis by the Headteacher and Governing Body

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) Visits that take place mainly within school hours.
- b) Full or partial costs of materials or ingredients where the pupils wish to have the finished article.

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

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request and
- c) No child will be excluded because of inability to pay but the school reserves the right to cancel the visit if the level of contributions does not meet its budgetary requirements

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

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