

# **Redbourn Primary School**



## **Charging and Remissions Policy**

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The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum. Provisions before and after the school day, which delivers the National Curriculum or prepares a child for a public examination, may not be charged for.

### **Voluntary Contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

The school may decide to waive voluntary contributions for children that are entitled to receive Pupil Premium funding. This will be assessed on a case by case basis.

### **Residential Trips**

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school cannot charge for the educational or travel elements.

Where the trip takes place wholly, or mainly, during school hours, 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 the charge for board and lodging:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Universal Credit;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by Her Majesty's Revenue and Customs does not exceed the annual limit
- Parents in receipt of the guaranteed element of State Pension Credit are also entitled to free school meals

### **Instrumental Music Lessons**

A charge is permitted for instrumental music tuition undertaken in school hours for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE).

## **Public Examinations**

No charges may be made for entering pupils for public examinations that are set out in Regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LEA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

## **Extended Schools**

Any profits made by a school from providing facilities or services must be reinvested in the school or in the service.

Schools may use their delegated budgets to subsidise a child's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.

Schools may lawfully charge for study support (other than that which delivers the National Curriculum or preparation for a public examination) e.g. additional sports, drama and music clubs, holiday activities, visits and additional courses, i.e. first aid.

All schools should be able to provide some free study support for pupils and young people in 'workless' households through the flexibility in their delegated budgets.

## **Useful links and contacts**

The school has links with a number of charities that offer financial support towards the cost of residential trips, uniform, purchase of IT resources and extra-curricular activities. More details can be found here:

<https://www.redbournprimary.co.uk/cost-of-living-support/>