Humberston Church of England Primary School

"Unlocking possibilities, making a difference"
'I can do all things through Christ who strengthens me' Philippians 4:13

Charging and Remissions Policy

A Partner School of
St Lawrence Academies Trust
Stronger Together

Next Review Date: Autumn 2026

This policy has been drawn up to conform to the charging arrangements for Maintained Schools as set out in the Education Act 1996.

The Governing Body recognises that the Act prohibits charges for school activities which take place within school hours and/or are part of the school curriculum. This Policy reinforces that principle, whilst setting out those school activities for which a charge may be made or a voluntary contribution requested, and those circumstances in which charges may be remitted.

1. EDUCATIONAL ACTIVITIES TAKING PLACE DURING SCHOOL HOURS.

Educational activities provided during school hours will be free of charge.

School Hours are:

a) as published by the school;
b) "twilight sessions" used to deliver the school curriculum;
c) the midday break is excluded.

No charge will be made for books, material or equipment deemed necessary to meet the requirements of the school curriculum.

However, materials which result in a finished product may be charged for. Voluntary contributions may be requested to enable the School to run extra activities, including visits, which are educationally desirable. The School will make it clear in its communication to parents that these contributions are voluntary, and that no student will be treated differently according to whether or not the parent/carer has contributed. When a non-school or LEA organisation arranges an activity to take place during school hours and parents/ carer give their consent to their child taking part in the activity, such an organisation may make a charge.

2. EDUCATIONAL ACTIVITIES TAKING PLACE OUTSIDE SCHOOL HOURS.

A charge may be made for activities which take place wholly or mainly outside school hours except where the activity is required to fulfil statutory requirements of the national curriculum or of religious education. In which case no charge may be made other than for board and lodging on a residential visit. For all other activities outside school hours the charge will be set to cover the cost of such items as:

- Transport/travel costs;
- Board and lodging;
- Entrance fees;
- Insurance costs;
- Any materials required for the activity;

The charge should not subsidise any other student participating. Any remission of charges for individual students would be met from the School Fund.

A student's participation in the activity is dependent on the agreement of their parent/carer to meet the cost of the activity, and this agreement will be a pre-requisite to the student's inclusion.

3. MUSICAL INSTRUMENT TUITION.

Charges will not be made for class musical tuition during school hours or out of school hours where it forms part of the national curriculum.

A charge will, however, be made for teaching a student to play a musical instrument either individually or in a group. Where a charge is made for musical instrument tuition, the arrangement for that activity will be between the teacher concerned and the parent.

4. LOSS OR DAMAGE TO SCHOOL PROPERTY.

Loss of, damage to or breakage of school property, e.g. books, windows, furniture, scientific equipment etc. will be charged for if caused by negligence or deliberate act. The charge will be the cost of replacement or repair, or such lower cost as the Headteacher may decide. Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has been recharged to the school.

5. REMISSION OF CHARGES.

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below:

Parents in receipt of-

- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing that working tax credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking in account as to whether additional help is justified.

This policy will be reviewed on a bi-annual basis.
Reviewed: - Summer 2024