



Charging & Remissions Policy

Reviewed: March 2021
Date of next review: March 2023

ISAIAH 40:31

“Those who hope in the Lord will renew their strength. They will soar on wings like eagles.”

**Loughborough CE Primary School
Charging & Remissions Policy**

LOUGHBOROUGH C of E PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the DfE guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Definition

The school day is defined as: 8.50am – 12 noon and 1.00pm to 3.15pm. The midday break does not form part of the school day.

Responsibilities

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy as required.

Policy statement

During the school day and outside school hours, all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It includes instrumental or vocal tuition, unless the tuition is provided at the request of the pupil's parent when a charge may be made. Unless the teaching is an essential part of either the National Curriculum or part of religious education, we will make a charge.

Voluntary contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example school trips or a drama group performing in the school. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel the activities.

Optional activities outside of the school day

We will charge for some optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Wherever possible, however we will try to keep our school clubs free to our pupils, however a charge will be made for Breakfast Club and LCEPS+ After School Club.

Residential

Charges will be made for board and lodging, except in exceptional circumstances where a contribution may be made by the school. Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit

- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Music Tuition

Charges may be made for vocal or instrumental tuition provided either individually or to groups of any size where the tuition is provided at the request of the pupil's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

Charges will not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme, or where tuition is being given to a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Calculating charges

When charges are made for any activity, or where voluntary contributions are requested, whether during or outside of the school day, they will be based on the actual costs incurred (or less, as many trips are subsidised by the school), divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, fundraising or Pupil Premium. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.