Staverton CE VC Primary School

Charging & Remissions Policy

Committee – Finance & Premises

Reviewed annually

Devised from National Governance Association guidance and DfE guidance https://www.gov.uk/government/publications/charging-for-school-activities

December 2022

Background.

All schools are required to have a charging and remissions policy which details each type of activity that can be charged for and sets out:

* when charges will be made
* circumstances in which the school will remit/cancel charges (wholly or partially)
* when voluntary contributions can be asked for

Our policy aims to:

* take parents’ views and circumstances into account
* be understandable and easily accessible for parents (maintained schools must publish the policy on their website)
* meet the legal requirements stipulated in The Education Act 1996 (outlined in DfE guidance on [charging for school activities](https://www.gov.uk/government/publications/charging-for-school-activities))

In order to meet the legal requirements.

1. The school does **not** charge for education provided during school hours. This includes services and equipment.
2. The school does **not** charge for education provided outside school hours if it is part of:

* the national curriculum
* a prescribed examination syllabus
* religious education

1. No charges can be made unless the school’s charging policy covers it.
2. The school **can** charge for:

* ‘optional extras’
  + education that takes place out of school hours *and* is not part of the curriculum, the examinations syllabus, or religious education
  + board and lodging on residential visits
  + extended day services for pupils, such as after-school clubs
* materials or equipment where the parent wishes their child to own them
* music and vocal tuition if provided at the request of the pupil’s parent (and not required by the national curriculum or as part of the syllabus for a prescribed public examination)
* nursery education if in addition to the 15 free hours that three and four-year-olds are entitled to
* community facilities
* transport, in certain circumstances

The school may fully or partially cover the cost of an ‘optional extra’ activity that provides educational benefits or supports a pupil’s personal development. Pupil Premium funds are used at the discretion of the Headteacher to fund activities for eligible pupils to make sure they are able to participate regardless of their parents’ ability or willingness to pay.

The school may ask parents for voluntary contributions but participation in the activity does not depend on this. When the school is planning an activity and the viability of it depends on such contributions, this will be made clear to all parents.

Remission of charges or voluntary contributions

If there has been a charge for an activity, the school will refund any monies due to parents, less any non-refundable portion or non-recoverable portion of any booking costs that are passed onto the school.

If a voluntary contribution has been made, parents will be given the option to hold that contribution in the School Fund for future activities.