



# Grimoldby Primary School

## Charging & Remissions Policy

Date of Approval: March 2024

Date for Review: March 2026

### Reference Points

- DfES Circular 2/89
- Education Act 1996, Sections 449-462
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999
- The Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003, SI 2003/381
- The School Information (England) Regulations 2008 (as amended)
- Charges for Music Tuition (England) Regulations 2007
- 'Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities' – DfE, October 2014 <https://www.gov.uk/government/publications/charging-for-school-activities>

### Possible Contact Points

For support regarding charging and educational visits/journeys, please contact:

Evolve (educational visits, sports fixtures and extra-curricular activities) Tel: 01394 775250

Email: [educationvisits@lincolnshire.gov.uk](mailto:educationvisits@lincolnshire.gov.uk) Website: [www.edufocus.co.uk](http://www.edufocus.co.uk)

For support regarding charging and music tuition, please contact: Music Support Service 01522 553501

### Principles of a Charging Policy

Education provided by any maintained school should be free of charge if it takes place wholly or mainly during school hours. The lunch break is not considered to fall within school hours.

Governing Bodies are required to formulate, and keep under review, their own policies in respect of charges and remissions arrangements. No charge can be levied unless such a policy is in place.

Charging and remissions policies adopted by Governing Bodies must meet the requirements of the law. This Charging Policy sets out details of the provision and types of case for which it is proposed to make charges. Schools are expected to review their remissions policies in relation to children who are entitled to free school meals and may want to consider remissions for instrumental or vocal tuition for siblings of pupils already receiving instrumental or vocal tuition.

## Principles of a Remissions Policy

The remissions policy sets out the circumstances in which charges will be remitted in whole or in part. Section 457 of the Education Act 1996 states where a parent is in receipt of prescribed benefits or allowances, their child is entitled to free board and lodging on a residential trip.

The prescribed benefits are;

- Universal Credit;
- Income-based Jobseeker's Allowance;
- Support under Part V1 of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the current government threshold
- Pension Credit.

As a statutory minimum, they should provide for complete remission of board and lodging charges to pupils whose parents receive the prescribed benefits above if the activity is deemed to take place during school hours, or out of school hours, but is covered by the criteria set out in paragraph 19 of DfES Circular 2/89, i.e. no charge for any activity provided to:

- Fulfil any requirements specified in the syllabus for a prescribed public examination.
- Specifically fulfil statutory duties relating to the National Curriculum.
- Specifically fulfil statutory duties relating to Religious Education.

## Charging and Remission Policy

- **Individual instrumental or vocal tuition**

Where this is over and above the requirements of the National Curriculum and/or an approved examination syllabus, where this takes place during the school day and is subject to the parent/carer requesting the tuition. (Children in the care of the Local Authority will continue to be entitled to free tuition). A charge may be made.

- **'Optional extras' i.e. activities outside school time not related to statutory duties:**

Charges will be levied unless Governors decide otherwise. The school will fund costs arising from Governors' decisions on remissions.

- **Board and lodging on residential visits:**

Charging is permitted for this element only, (other costs, such as transport etc., may be financed by voluntary contribution or from other sources).

If the visit is wholly or mainly in school hours, children whose parents are in receipt of the benefits listed above, are entitled to the remission of these charges.

The cost involved will be met from the school's resources. Governors will determine a school finance policy and any remissions in addition to those required by law.

## Voluntary Contributions by Parents

Parents may be invited to make voluntary contributions towards the cost of an activity for which a charge may be made, **but such requests will make it clear that there is no obligation to contribute. Pupils will not be treated differently according to whether or not their parents have agreed to make a voluntary contribution.** If a trip is planned mainly within school hours, i.e. 50% or more of the trip, including transport time, is within school hours, parents may be invited to contribute, but **no pupil will be excluded from the trip because their parents have not contributed.**

Charges made to parents will not exceed the actual cost of the activity in order, for example, to raise additional funds to cover any short fall caused by parents opting not to contribute, although there is nothing to prevent other parents making a voluntary contribution over and above that cost.

**Swimming**

The school organises swimming lessons for all children in Years 4 & 5. These take place in school time and are part of the National Curriculum. We do not charge for this activity. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

**Hot School Meals**

In Key Stage 2 pupils are charged for school meals. This is charged in advance for each meal ordered. If a pupil arrives with no lunch and we are unable to contact the parent then the pupil will be provided with a meal for that day and the parent will be charged for the full cost of the meal.

**Nursery**

Any additional sessions that your child takes will be charged for and must be paid in advance.

**Charging Parents for Breakages and Fines**

Parents may be asked to pay a voluntary contribution towards the cost of replacing a broken window or a defaced, damaged or lost textbook etc. where this is the result of a pupil's behaviour. At Grimoldby Primary School, the Governing Body will consider individual cases.

**Educational Visits and Journeys**

Due to the complexities of this area in respect of charging or otherwise, detailed guidance will be sought from appropriate sources including Section B8 'Educational Visits' of the LA Admin Handbook, and the appropriate course of action taken thereafter.