



Esh Winning Primary School

Charging and Remissions Policy

Purpose

The policy of Esh Winning Primary School is to provide free education to all pupils attending the school. The Governors have, therefore, set up this policy to ensure that there is clarity over those items which schools will provide free of charge and those for which there may be a charge.

Under the terms of the Education Act 1996, the Governors must have a policy for charging pupils to participate in school activities.

This policy has been drawn up using guidance issued by the Department for Education.

1. Legal requirements

The Education Act 1996 incorporates the law for charging for school activities in all LA maintained schools. The objectives of the charging provision are to:

- Maintain the right of a free education
- Establish that activities offered wholly or mainly during normal teaching time should be available to all pupils, regardless of their parents' ability or willingness to help meet the costs.
- Emphasise that there is no statutory requirement to charge for any form of education or any related activity but to give schools the discretion to charge for optional activities wholly or mainly out of school hours.
- Confirm the right of schools to invite contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

2. Outline

Where visits are arranged either as part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to contribute towards the cost. However, legislation states that a pupil should not be excluded from a visit if a parent does not wish to contribute. Parents may make a confidential request to the Headteacher for exemption from such contributions in circumstances of family hardship. However, if there are insufficient contributions it will be at the schools discretion to decide if the trip is a viable option.

There may be occasions when an organisation other than the local authority (LA) arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided.

Esh Winning Primary School believes that pupils should have every opportunity to benefit from as many varied learning experiences as possible.

3. Permitted Charges

Charging is permitted, under the Education Act 1996, in the following areas:

Activity	Note
Board and lodging on residential trips	Information about activities and costs to be distributed to parents/carers, well in advance of any trip, to enable financial planning by the family to take place
The costs for any student taking part in school activities are to meet the charges of: <ul style="list-style-type: none">• Travel• Materials and equipment• Entrance fees• Insurance costs	Examples only
Vocal and musical instrumental tuition	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Any other education or transport where no further preparation has been provided by the school	
Any other education or transport fee unless charges are specifically prohibited	
Breakages, repairs and replacements as a result of damage caused wilfully or negligently by the student	Charges will be made after consultation with parents/carers and will not exceed total replacement /repair costs
Extra-curricular activities and clubs	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding
Any extended school activity	Charges to cover the additional costs incurred by the school, beyond any element covered by public funding

4. Remissions

Remissions for residential visits.

We value the opportunities and experiences that children can gain from residential visits. We do charge for board and lodging on residential visits. This will not exceed the actual cost applied by the organisation we are using. However, where parents are in receipt of the following benefits, financial support is available from the school and will be discussed with parents on an individual basis:

- 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)

The cost of residential visits are also made up of an element of voluntary contributions, without which the visit would have to be cancelled

5. Refunds

Where visits or experiences are cancelled by school, those who have contributed towards the cost of them for their child(ren) will be refunded. Otherwise, school will not process refunds.

School will share deadlines with parents/carers to make contributions for their child(ren)'s experiences. On this date, the Headteacher will decide about whether the experience will go ahead, based upon contributions made. If the Headteacher agrees to the visit going ahead with sufficient funds being raised by parents/carers, refunds cannot be made beyond this point as payment will have been processed to the provider and therefore the funds are no longer held by school.

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