



**ST. ANNE'S C.E. (VC) PRIMARY SCHOOL**



## **CHARGES AND REMISSIONS POLICY**

**'Together With God, Making Learning a Life Long Friend'**

Approved:	9.6.2025
Review Date:	31.8.2026

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

*Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)*

### **AIM**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449 - 462.

### **RESPONSIBILITIES**

The Governing Body of the School are responsible for determining the content of the policy and the headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the headteacher and or Governing Body.

### **DEFINITIONS**

**Community Facilities** - activities which the governors do not feel is of direct educational benefit to children at the school.

**Extended school provision** - provision of childcare outside the standard school day where it is optional as to whether the child attends.

**External Lettings** - letting to an organisation other than the school.

**Remission** - where a charge is not payable, either in full or in part.

**Sinking Fund** - a reserve put aside over a number of years to pay for major maintenance or renewal costs.

## **Prohibition of Charges**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

### **Education**

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### **Residential Visit**

- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

### **Transport**

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

## **Optional Extras**

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils (for example breakfast club, afterschool clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those

pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

### **Music Tuition**

Charges will be made for vocal or instrumental tuition provided either individually, or to groups of any size, as long as that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. The charges for these sessions will be dictated by the fees charged by the music tutor and will not be subsidised by the school. In some circumstances, the school may subsidise Pupil Premium pupils' charges.

### **Residential Visits**

Parents will be asked to make a payment to cover the costs of any residential visits arranged by the school for their child. The total money collected from each pupil will not exceed the total costs.

Remissions - Parents of children who receive free school meals are exempt from paying the cost of board and lodgings and the price charged for any residential visit will be reduced by the cost of board and lodgings within the total price. Where an 'all-inclusive' rate is charged by the venue, a 50% reduction in price will be applied. The Governing Body delegates to the Headteacher the discretion to support parents who suffer financial hardship. The amounts to be paid by the school and the parents are at the discretion of the Headteacher dependent upon the circumstances made known.

### **Extra-Curricular Activities and School Clubs**

Under normal circumstances the governors commend the staff for their additional time spent to provide activities out of school. These activities are voluntary and free of charge unless there is an additional cost incurred by the club for materials which the children will then be asked to contribute to. Some clubs are run by staff from the school; however, should a private provider enter into an arrangement with the school then it is considered acceptable for charges to be made on the condition that the provider meets all the required regulations.

### **Extended School Care**

The Governing Body provides a Before & After School Care Club (Kids Club)  
Current charges are shown in Appendix A.

Teachers and support staff working at St Anne's C.E. Primary School will qualify for a one-off charge of £10 registration for its use.

### **Letting of the School Premises or Grounds**

The Governing Body regards the school premises and grounds as a community asset and encourages their use. The school delegated budget (which is provided for the education of its pupils) cannot be used to subsidise any lettings by the community or commercial organisations.

The Governing Body has a Lettings Policy, which is available from the school office.

Charges for lettings are shown in Appendix A.

Remissions - There will be no remission. The school budget cannot under any circumstances be used to subsidise any lettings.

### **Parental Requests for Non Standard Reports**

The Governing Body will levy a charge for any request made by a parent for additional written evidence of a pupil's performance, aptitude and attainment other than that contained in the Annual Pupil Report. The charge takes into account the time taken by the Headteacher and other teachers to provide the data. Charges for non-standard reports are shown in Appendix C.

Remissions - Unless a report is required for medical reasons, there will be no remission, the Governing Body having decided that such an application is a voluntary act by parents who will have accepted such financial implications.

### **Breakages and Replacements as a Result of Damages Caused Wilfully or Negligently by Pupils**

The school may ask children and their parents to make good any damage caused by wilfulness or neglect. Each incident will be considered individually and the Headteacher will determine the cost of the damage caused. The cost and age of the item will be considered to determine the charge to be invoiced to replace / repair the damaged item.

## **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

a) School Trips - School trips or visits are undertaken in order to enrich the curriculum and the educational experience of the children. However, these visits or trips may incur travel and admission costs. In these circumstances it is school policy to ask parents to make a voluntary contribution to the cost of the visit. The school reserves the right to cancel the trip or visit if it is compromised by the lack of funding. Wherever possible, parents will be given sufficient notice to contribute (usually 2 weeks).

b) Occasionally, a visitor may come into school as a learning resource and charge the school. Parents may be asked to make a voluntary contribution.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

i) That the contribution is genuinely voluntary and a parent is under no obligation to pay; and

ii) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising. The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Remissions - Children who receive Pupil Premium funding will be invited to contribute 50% of the voluntary contribution for school trips.

We may occasionally invite parents and others to make voluntary contributions to make school funds go further. Any requests to parents will make it clear that the contribution is completely voluntary. The children of parents who do not contribute will not be treated any differently.

## **APPENDIX A**

### **School Meals**

Daily meal price from 1st January 2023 £2.83

### **Kids Club - wraparound care club**

Sessions	Timings	Price	Discounted Rate for any Sibling
5 Mornings	From 7.30 a.m.	£32.00	
5 Afternoons	Until 6.00 p.m.	£45.00	
Mornings	From 7.30 a.m.	£8.00	£6.50
	From 8.00 a.m.	£6.00	£5.00
Afternoons	Until 4.30 p.m.	£6.00	£5.00
	Until 5.00 p.m.	£8.00	£6.50
	Until 6.00 p.m.	£10.00	£8.00

The Club closes at 6.00 p.m. Therefore, there will be a penalty for collecting your child/ren late in view of the fact that late collection involves extra time for the Group Leader and Staff.

- Collection between 6.00 p.m. - 6.10 p.m. £10 per child
- Collection between 6.10 p.m. - 6.20 p.m. £20 per child
- Collection between 6.20 p.m. - 6.30 p.m. £30 per child

### **Music Lessons**

Individual or group tuition Fees will be dictated by the tutor delivering lessons

### **Lettings Fees\*\***

Hall £20 per hour for the first two hours,  
£10 per hour thereafter.  
£60 for full day hire

### **Non-standard reports**

Written evidence of performance (over and above the school report) £30 per report

### **Voluntary Contributions for school trips**

The voluntary contribution will be calculated on a trip by trip basis to cover the cost of transport, admission and workshop or activity fees.

#### **\*\*Church and Community Groups**

The lettings charges above do not apply to Church and Women's Institute community groups, for whom governors have agreed a reduced rate in order to support the groups and ensure their financial viability to continue. Governors recognise the important role that such groups play in the lives of children at our school and within the wider local community. Lettings of up to two hours will be charged £5 per session, and there will be an additional £2.50 per hour (or part hour) thereafter.