

TANKERSLEY C of E (A) PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY



“Guide me in your truth and teach me, for you are God my saviour and my hope is in you all day long”

Updated September 2025
Next review September 2026

TANKERSLEY ST PETER'S CE (A) PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with the Authority's guidance on: Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

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 Governing Body.

Prohibition of Charges

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

- 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as 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;
- 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 or the re-sit(s) at the school;
- 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 religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 education trip.

Publication of Information

A summary of this policy will be included in the school prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

A charge may be levied for the following activities:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child for activities wholly or mainly outside school hours ("optional extras") to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities
- (i) After school clubs with late pick up fees. Bookings are non -refundable unless cancelled by 8am on the day, unless child is sick.
- (j) Breakfast Club (Bookings are non -refundable unless cancelled by 8am on the day, unless child is sick)
- (k) Other enhancement activities agreed by the Head Teacher or Governing Body

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement be entitled to free school milk. The relevant support payments are:

You will qualify for free school meals if you receive:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- Child Tax Credit with an annual income of less than £16,190, provided you are not receiving Working Tax Credit
- the 'guaranteed' element of the State Pension Credit
- Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with an annual net earned income threshold of less than £7,400

- support under part six of the Immigration and Asylum Act 1999

Voluntary Contributions

The school will not request mandatory payments but parents will be invited to make a voluntary contribution for the following:

- a) Transport
- b) Entrance Fees
- c) Guide Fees
- d) Extra curricular classes outside school time
- e) Trips

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:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; *and*
- b) 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 responsibility for determining the level of voluntary contribution is delegated to the Headteacher. If a trip is not viable due to lack of required monies then the school may need to cancel the trip

Voluntary contributions will be used to:

- pay for transport costs involved with the activity
- pay for entrance fees
- pay for guides used during the activity
- pay for tutors/trainers who run extra curricular classes/clubs

Nursery Fees

Parents will be charged for the care provided outside of the following entitlements to free childcare:

- **Working parents entitlement** – this entitlement is available for working parents of children from the term after they turn nine months until they start school. Parents are entitled to 15 hours per week over 38 weeks of the year.
- **Universal entitlement for three- and four-year-olds** – all three- and four-year-olds are eligible for this entitlement from the term after they turn three through to starting school. Parents are entitled to 15 hours per week over 38 weeks of the year and can be combined with the working parents entitlement to make up 30 hours.

The charges will be as follows:

- £15.00 per additional session

- £4.00 for lunch time supervision and £3.00 for each lunch provided

All sessions are offered in set time 3 hour blocks.

Morning Session is 8.40am – 11.40am

Afternoon Session is 12.40pm – 3.40pm

Changes to the attendance pattern must be confirmed by the first week of the new term.

Any additional sessions required after this date will become chargeable until the start of the next term.

Lunchtime supervision is only permitted when joining a morning and afternoon session.

The free childcare offer cannot be used to pay for meals, other consumables, e.g. nappies or sun cream, additional hours or additional activities, e.g. trips.

Parents will not be required to pay any fee as a condition of taking up a '30 hours' place.

Invoices will be produced on a weekly basis, and are included in the schools Debt Management Policy.