



Scholes (Elmet) Primary  
St James' CE Primary  
Moortown Primary

## Charging and Remission Policy

**Adopted:** Spring 2021

**Next review:** annually, unless any changes are required prior to this

Green: text relevant to Scholes

Purple: text relevant to St James'

Orange: text relevant to Moortown

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. The Governing Body of the federation are responsible for determining the content of this policy and the Head of Federation for implementation. Any determination with respect to individual parents will be considered jointly by the Head of Federation and Governing Body.

### Items for which a charge cannot be made

The Governing Body of the federation recognise that 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 or vocal tuition if this 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.
- 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 or she has been prepared for that examination at the school.

### Items for which a charge can be made

The Governing Body has agreed that the federation may charge for the following:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for travel; materials and equipment; non-teaching staff costs; and supply teachers engaged purely for optional extras
- Vocal and musical instrument tuition
- Other education and transport costs unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Some extra-curricular activities and school clubs
- Some extended school activity

- Costs to the school arising from a child who is persistently collected late
- Damage / vandalism / loss to and of school property
- Community use and lettings (arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)
- Certain Early Years provision, including late payment charges for unpaid fees (arrangements for charges associated with Early Years provision are contained in the Early Years Admission and Fees Policy)
- Certain administration costs related to non-payment of charges for any of the above items listed (as detailed in our Debt Recovery Procedures document)

Where an activity / event is not considered an integral part of the National Curriculum, the school is entitled to make a charge.

### **Remission**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £16,105
- Guarantee element of State Pension Credit
- An income related employment and support allowance

### **Voluntary contributions**

Parents may be invited to make a voluntary contribution for activities and events such as trips and events such as visitors to school. The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) 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 Head of Federation.

Regretfully, the school may withdraw the activity / event if there are insufficient voluntary contributions.

### **School meals and milk**

The Governing Body will determine and publish annually the price to be charged for school meals. The Governing Body has agreed that school will charge as close to cost price as is reasonable and practical. This is to ensure a fair and balanced system for the school's finances overall.