Farsley Farfield Primary School
Charging and Remissions Policy

Aim

The aim of this policy is to set out the charges that will be levied for activities, the remissions available and the circumstances under which voluntary contributions will be requested from parents. This policy is based on advice given by the DfE.

Responsibilities

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher in the first instance and the Governing Body in the event of a dispute.

Charges cannot be made for

The Governing Body of the School recognises 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 *unless lessons are requested by parents.*
- 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 provided in connection with an educational trip.

Charges may be made for:

- 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:
    1. Travel
    2. Materials and equipment
    3. Non-teaching staff costs
    4. Entrance fees

5. Insurance costs

- Any other education, transport or examinations where no further preparation has been provided by the school
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused willfully or negligently by pupils
- Extra-curricular activities and school clubs *where the school incurs significant extra costs e.g. support staff wages, materials, premises hire*
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2-4 year olds in Nursery. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy)
- Any extended school activity
- Damage/vandalism/loss to and of school property

Vocal and musical instrument tuition is provided beyond the expectations of the National Curriculum and can therefore be regarded as another 'optional extra' and will be charged for at a rate determined each year in September by the Headteacher with the aim of not exceeding a related budget allocation the previous May.

Remission

Children in receipt of Pupil Premium will be entitled to remission of charges for board and lodging costs during residential school trips, a 50% reduction in charges for music or vocal lessons and will not be charged for extra-curricular clubs, whether run by school staff or external providers.

Voluntary Contributions

Parents **may** be invited to make a voluntary contribution for the following types of activities:

- School trips, including the educational and transport elements of a residential
- Visiting theatre productions or specialists

The school will not ask for financial contributions for general running costs of lessons.

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:

1. that the contribution is genuinely voluntary and a parent is under no obligation to pay
2. 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 school is permitted to cancel an activity if the amount of voluntary contributions does not make the trip/activity financially viable. In this case, all monies are returned, and any lost deposits must be paid for by the school.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher and they will determine if a visit or activity is financially viable given the levels of contributions. The Headteacher will be guided on this by the School Business Manager.

Voluntary contributions may be used to:

- Pay for entry to visitor attractions or workshops
- Make a contribution to fuel or other transport costs e.g. bus or train fares, parking charges
- Pay for reasonable, agreed costs incurred by accompanying volunteers e.g. parking

Voluntary contributions will only be used to help the school to fund provision that is clearly beyond the 'everyday' expectations of the National Curriculum and its related programmes of study.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals.

Updated Feb 2019 (Resources committee), Dec 2022, Nov 2025, Oct 2026
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