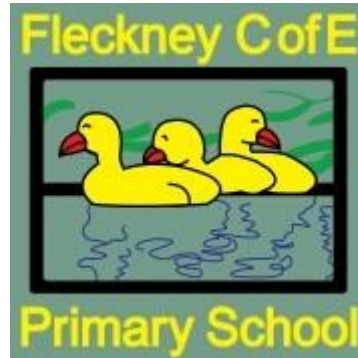


Fleckney C of E Primary School

Charging and Remissions Policy



**‘Let your light shine’
Matthew 5:16**

Be the best that you can be !

Our Vision

Fleckney Church of England Primary School is a place where kindness, compassion and respect are at the heart of everything we do. We aspire for everyone to thrive and flourish and achieve our full potential in every aspect of school life. Through our Christian values, we nurture self-confidence, resilience and a sense of community so that we have an understanding of ourselves and our place in the wider world.

Date of Policy: September 2026

Drafted by: J.Richards

Approved by: Governing Board

Date of Review: September 2026

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Fleckney C.E. Academy

Charges and Remissions Policy

1. Introduction

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.

All education during school hours is free. We do not charge for any activity undertaken as part of the Curriculum with the exception of swimming, where a contribution towards the cost of the transport is requested.

The governing body is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher, if necessary in consultation with the Chair of the governing body.

Definitions

Charge: A fee payable for specifically defined activities.

Remission: The cancellation or reduction of a charge that would normally be payable.

2. Legal Frameworks

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governors' Handbook'
- Complaints Policy
- Bad Debt Policy

3. Roles and Responsibilities

Governing Board

The Governing Board is responsible for:

- Approving this policy.
- Monitoring implementation of this policy.
- Reviewing charging levels and remissions arrangements.

Headteacher

The Headteacher is responsible for:

- Ensuring the policy is implemented consistently.
- Considering individual remission requests.
- Ensuring staff are aware of this policy.

Staff

Staff are responsible for:

- Applying the policy consistently.
- Referring concerns or queries to the Headteacher.

Parents/Carers

Parents/carers should raise any concerns regarding charges or remissions with the school.

4. Charges

1. Residential Trips

If a school organises a residential visit in school time or mainly school time, which is to provide education directly related to the School's Curriculum, no charge is made for the education. However, charges will be made to cover the costs of board and lodging. If parents are experiencing financial difficulties they are invited to contact the school's Headteacher in confidence (see also the section on Remissions).

1.1. What is a Residential Visit?

An activity is considered to take place during school time if the number of school sessions missed by pupils is half or more of the total number of half days covered by the activity.

For this purpose:

- Each school day is normally divided into two school sessions.
- Each 24-hour period is divided into two half days, starting at midday and midnight.

For example:

- An activity running from 12 noon on Wednesday to 9.00 pm on Sunday covers 9 half days, including 5 school sessions. As 5 is more than half of 9, the activity is considered to take place during school time.
- An activity running from 12 noon on Thursday to 9.00 pm on Sunday covers 7 half days, including 3 school sessions. As 3 is less than half of 7, the activity is considered to take place outside school time for charging purposes.

Where 50% or more of a half day is spent on a residential activity, the whole of that half day should be treated as time spent on the activity.

1.2 Music lessons / tuition

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of the School's Curriculum.

3. Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Non-teaching staff costs
- Entrance fees
- Insurance costs

4. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the school's Headteacher decide to make a charge.

This will be in consultation with the Chair of Governors if over £50. Each incident will be dealt with on its own merit and at their discretion.

5. Extra-Curricular and Before/After School Clubs

Clubs and activities provided by third parties and/or outside of the school day will be chargeable. Children for whom the school receives Pupil Premium funding may be offered such activities at a reduced rate or even free.

6. Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the School's Curriculum. We do not ask for a voluntary contribution towards Pool Hire because we are providing lessons as part of the School's Curriculum (see DfE - Charging for school activities - Departmental advice for governing bodies, school leaders, school staff and local authorities - October 2014.) We inform parents when these lessons are to take place.

7. Lettings

Where an individual school makes its facilities available to outside users, this will be at a charge of at least the cost of providing the facilities. A scale of charges for such activities is determined annually by the Finance and Staffing Committee and forms part of our separate Lettings' policy

8. School meals

Dinner money is payable via the Parent Mail in advance, or on the day. £2.70 per KS1 child meal, £2.80 for KS2 and £3.54 per adult meal.

Parents will be informed of any increases in the cost of school meals.

9. Other charges

The Headteacher or Governing Body of the school may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying.

Activities for Which Charges Cannot Be Made

The school will not charge for:

- Admission to the school.
- Education provided during school hours.
- Materials, books, instruments or equipment required for curriculum learning.
- Education provided outside school hours if it forms part of:
 - The National Curriculum;
 - Religious Education;
 - A prescribed public examination syllabus.
- Transport provided in connection with an educational visit.
- Examination entries where pupils have been prepared for the examination at the school.

5. Remissions

If the parent/guardian of a pupil is in receipt of free school meals, some charges may be partially remitted in full upon written request.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

- 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)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

If you do not qualify for most benefits (also known as having 'no recourse to public funds'), your child may still be eligible for free school meals. Ask their school or local authority whether they're eligible.

6. Voluntary Contributions

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school may invite parents to make a contribution to cover the cost of the trip. All contributions are voluntary.

If the school does not receive sufficient voluntary contributions, they may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. However, no child will be taken on an educational visit without signed consent or acknowledgement on Parentmail from the parent or carer with legal responsibility for the child.

The intent of the policy is that no pupil may be left out of an activity because his or her parents or carers cannot or will not make a contribution of any kind. It is possible to fund pupils whose parents or carers will not make a voluntary contributions from the school budget.

If a charge is made for each pupil this should not exceed the actual cost for that pupil. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fundraising.

Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses (outside of school hours)
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Theatre companies visiting school
- Workshops delivered by visiting companies

Any charge made for an additional activity will not exceed the actual cost of providing the activity divided by the number of participating pupils. Charges will not include an element of subsidy for other pupils.

7. Equality Statement

At Fleckney Church of England Primary School, we actively seek to encourage equity and equality through our teaching.

As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- Gender
- Ethnicity
- Disability
- Religion or belief
- Sexual orientation
- Gender reassignment
- Age
- Civil partnerships
- Pregnancy or maternity

The use of stereotypes under any of the above headings will always be challenged.

8. Inclusion

Through our Christian Values and three golden rules we are an inclusive schools. We aim to make all pupils feel included in all of our activities by making our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum.

We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations for all children.

9. Monitoring and Review

The Headteacher will monitor the implementation of this policy and report any significant issues to the Governing Board.

This policy will be reviewed annually and approved by the Governing Board.

Appendix: Fleckney CE Charges

Residential Trips:

Children in various year groups are invited to go on residential trips. The cost of the trip includes:-

- Accommodation
- Food
- Transport
- Insurance

The cost of school staff is not included. When we invite carers to support children who have special needs/ a disability, the carer will not be charged.

Children in receipt Pupil Premium are charged 50% (from January 2025) of the cost of overnight accommodation.

Parents/carers will have the option of paying either small regular amounts over a period of time or larger amounts in a smaller number of transactions.

Music Tuition:

This tuition is chargeable directly by the music teacher. Children in across the school may learn to play a musical instrument as part of a class group lesson.

Extra-curricular Clubs:

Extra-curricular clubs that take place outside of the school day may be provided free of charge by the school. Clubs and activities provided by third parties outside of the school day may be chargeable.

Swimming:

Fleckney CE does not charge for swimming lessons as these lessons take place during the school day as part of the school's curriculum. We will however ask for voluntary contributions to cover the cost of the travel to the leisure centre.

Breakfast and After-School Club:

Fleckney CE have an onsite breakfast club and after-school club which is run by an external provider: Fleckney Out of School Club.

Contact details:

Suzanne Bottrill

07791 259905

foscle8@yahoo.co.uk

All charges and rates are set by the independently by the afterschool club.