



CRIGGLESTONE ST. JAMES CE PRIMARY ACADEMY



Ready For The Future

Charging & Remissions Policy

2023-2024



Our vision:

'Ready for the Future'

We provide a **happy and safe** environment for everyone, opportunities to **take responsibility and lead**, promote **curiosity and engagement with the world** around us and to be **kind and respectful to all**. We are **resilient** and **not afraid** to make mistakes. We are ready for the future.

Our key Christian values that arise from our vision are:

- Trust
- Hope
- Peace
- Forgiveness
- Koinonia
- Thankfulness

Our vision is rooted in the parable of the 'The Good Samaritan' which helps us to understand that help may come from those we least expect. It teaches us to have hope, have trust in others and to be kind to all. It demonstrates how we can use our skills and knowledge to serve others and shows our collective readiness for the future. This is what you will find across our academy.

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Legislation and guidance

This policy has due regard to all the relevant legislation and statutory guidance including, but not limited to the following:

- DfE (2018) '[Charging for School Activities](#)'
- [Education Act 1996](#)
- [Children Act 1989](#)
- [The Charges for Music Tuition \(England\) Regulations 2007](#)
- [Freedom of Information Act 2000](#)
- [DfE \(2020\) Governance Handbook](#)
- [The Trust's Funding Agreement](#)
- [ESFA \(2023\) 'Academy Trust Handbook \(ATH\)'](#)

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board



The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our finance and office staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local 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

5.3 Residential visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit



6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in certain circumstances
- Certain early years provision
- Community facilities
- Cost of trips, workshops and activities provided by an outside agency
- Provision of information within the scope of freedom of information

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - 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 board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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, including ESAs
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra, which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition either provided individually or to groups of pupils, provided the tuition is provided at the request of the pupil's parent. These lessons are charged to families by school and payment should be made by ParentMail. Any queries should be directed the School Business Manager via admin@stjamesacademy.co.uk

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum



- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include: *School Trips, Workshops, DT & Snack Provisions (Reception children)*

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

After school Clubs: all staff led after school clubs (optional extras) will be charged at £1.00 per week, payable half termly in advance of the club commencing.

The cost for clubs run by outside agencies will vary and be dependent on the agency. Pupil premium children may be entitled to a 100% remission.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June each year. Parents will be informed of the charges for the coming year in July each year.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. As of January 2017, the governing body determined that all academic trips/workshops for pupil premium children will be 50% funded by the school with a request for matched 50% funding from families.

Other families experiencing financial difficulty can apply for funding to send their children on visits and activities, however, funding is limited and there is no guarantee that the school will be able to meet all requests. Assistance will be allocated on a need basis and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip will be cancelled.

To request assistance, parents should contact the School Business Manager via admin@stjamesacademy.co.uk

10. School Trip Refunds

All initial deposits for school trips are non-refundable. Parents will be informed of this when they are provided with the initial information about the trip.

In the event that the school has to cancel a trip due to unforeseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school, due to unforeseen circumstances, it will be at the school's discretion whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion whether a refund is given. The school will take into account the reason for cancellation, whether the school can be reimbursed for



the pupil's place on the trip and whether the place can be offered to another pupil. The same applies if the trip is cancelled at the last minute due to illness.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once the trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedure.

11. Monitoring arrangements

The school business manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed and approved by the Governors annually. The next review date for this policy will be January 2025.

Approved by: Governing Body – 18.01.2024

To be reviewed: January 2025