



Squirrel Hayes First School

Policy Reviewed on	Jan 2019	March 2020	March 2021	Jan 2022	Sept 2022	Oct 2022	March 2024	Feb 2025	Feb 2026
Policy Owner Signature	Mrs K. Cooper	Erica Pickford	Erica Pickford	EJP	EJP	EJP	EJP	EJP	EJP
Policy adopted by the Governing Body on	28.03.2019	March 2020	March 2021	Feb 2022	Oct 2022		March 2024	Feb 2025	Feb 2026
Chair of Gobs/Committee Signature									
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Version	11	12	13	14	15	16	17	18	19

Charging & Remissions Policy

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

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Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher (*and/or Governing Body*).

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

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;

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- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any educational visit that takes place during school hours;
- education provided on any educational visit 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 the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;
- 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;

Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of 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 or group tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school – (Not currently applicable)

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- (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 and school clubs –
 - Charges not applicable for attendance at extra- curricular clubs run by school staff
 - Charges applicable for extra-curricular clubs run by External Providers. (Learners in receipt of Ever 6 Free School Meals are exempt from this charge as this is paid through use of Pupil Premium Funding)
- (i) Letting of the school premises or grounds – Charges applicable (See lettings Policy for details)
- (j) Extended school care activities such as breakfast club, after school club, holiday clubs and “wrap around” nursery provision – [Charges applicable paid to Space Cadets directly \(Private Provider working in partnership with the school\)](#)
- (k) Charges for materials or ingredients where the pupils wish to have the finished product
- (l) Cost of transport to take part in work experience – Not applicable
- (m) Charges for new employees - New employees will be charged for the costs of the DBS and induction/safeguarding training if a resignation is received within 3 months of the contract start date.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;

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- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Where the school is in receipt of pupil premium funding for individual pupils those families will be supported by the school to ensure all children access the full range of curriculum and extra curriculum opportunities on offer, in order to support both the personal and academic development of pupils. However, if any other families feel they are suffering hardship they are actively encouraged to make contact with the school to discuss this with the Headteacher. If the school feels it necessary, they will support such families or arrange a payment plan where this may be helpful

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) Transport
- b) Entrance Fees
- c) Educational Visits
- d) Visiting specialists such as workshops, theatre groups, art/craft specialist & Sports Professionals/Instructors

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- 27) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and

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- 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 costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

DOCUMENT CHANGE LOG

Version No.	Date of review	Reviewer	Changes Made
01	Feb 2009	Erica Smith	New document layout
02	05.03.10	Erica Smith	Changed extra-curricular activities sections to reflect use of outside providers.
03	22/03/11	Erica Smith	No changes made.
04	09.03.12	Erica Smith	Reviewed
05	06.03.13	Erica Smith	Reviewed
06	12.01.14	Kyra Cooper	Breakfast Club charges amended. Documented that Learners in receipt of Free School Meals are exempt from paying for Breakfast Club and Extra-Curricular activities. Support payments updated in line with Free School Meal benefit entitlement.
07	06.01.15	Kyra Cooper	Reviewed and amended benefits, in line with Free School Meal qualification criteria.
08	27.01.16	Kyra Cooper	Trip replaced with Educational Visit. Remission for board and lodgings removed. Free School Meal, replaced with Ever 6 Free School Meal.
09	09.02.2017	Kyra Cooper	Reviewed, no amendments required.
10	27.01.2018	Kyra Cooper	Increase in cost of Breakfast Club to £2 per day or £8 for the full week.
11	25.02.2019	Kyra Cooper	Updated to reflect breakfast club now operated by Space Cadets.

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12	26.03.2020	Erica Pickford	Included reference to families who may feel they are suffering hardship. Reviewed charges for activities outside of school hours.
13	01.03.2021	Erica Pickford	Reviewed- updated Space Cadets Costs
14	25.01.2022	Erica Pickford	Reviewed – updated Space Cadets Breakfast provision costs. Included after school short term care facility and associated costs. Charges to new employees if resigning within 3 months of start of contract date.
15	Sept 2022	Erica Pickford	Removed emergency care provision after school
16	Oct 2022	Erica Pickford	Reinstated emergency care provision after school provided by Space Cadets.
17	March 24	Erica Pickford	Reviewed
18	Feb 2025	Erica Pickford & Nicola Rickman	Reviewed
19	Feb 2026	Erica Pickford	Removal of charges for Breakfast Provision on school site and Emergency after school Provision on school site as this is no longer provided on school site by the Private Provider 'Space Cadets'

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