

Outwood Primary School

Charges and Remissions Policy

Date for review by governors	Dec 2027
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Introduction

Outwood Primary School Charging & Remissions Policy 2025 1 Introduction As legislated by the Education Reform Act 1988 (as amended), the Governing Body is required to determine and publish a Charging and Remissions Policy. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Education and Inspections Act 2006 (in force from September 2007) introduced a regulation-making power which allowed the Department for Children, Schools and Families (now DfE) to specify circumstances where charging can be made for music tuition.

Education

All education (including the supply of any materials, books, instruments or other equipment) during school hours is free with the exception of individual or group music tuition which is not provided as part of the National Curriculum. We give parents information about additional music tuition at the start of the academic year. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

School Hours

School hours are those when the school is actually in session. They do not include the midday break.

School hours are:
8.50 am to 3.15 pm (EYFS)
8:50 am to 3.20pm (KS1)
8:50 am to 3.25ppm (KS2)

Outside School Hours

Education provided outside school hours if it is part of the National Curriculum cannot be charged for.

School trips and visits and activities

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents / carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without

discrimination irrespective of contribution circumstances.

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

The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as ‘optional extras’. This list is not exhaustive:

- Visits to museums
- Activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Residential school visits
- Musical events

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

No-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential Visits

Charges may be made for the actual board and lodging during residential school trips. The cost must not exceed the actual cost of the provision for the pupil. If the residential visit is to provide education directly related to the National Curriculum, we ask for voluntary contributions to cover the cost of entry fees and travel expenses.

No charge in respect of board and lodging will be made for pupils whose parent(s) or guardian(s) is/are in receipt of any of the following state benefits:

- Income Support
- Income-based Job Seekers Allowance (IBJSA)

- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Families' Tax Credit is not also received and the family's income does not exceed £16,040 (as revised)
- The guaranteed element of State Pension Credit and
- An income related employment and support allowance that has been introduced since October 2008.

Transport

No charge can be made for:

- 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
- transport provided in connection with an educational visit.

Music Tuition

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).

No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc.

No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.).

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and the appropriate committee of the Governing Body and may vary depending on size of group, length of lesson and type of instrument.

Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 11 of guidance as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.

Childcare

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the Governing Body, and in accordance with any requirements

set by the Local Authority where it is subsidising the provision.

Material and Ingredients

Charges may be made for materials or ingredients required for practical subjects where parents/carers have indicated in advance their desire to own the product.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
  a) part of the National Curriculum;
  b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority / governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore, include an element of subsidy for any other pupils wishing to participate in the activity 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made.

Examination Fees

(i) Where a student has not been prepared for a public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination if previously agreed by the parents. Entries to non-prescribed examinations, whether or not prepared by the school, will also be charged

(ii) If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Body may recover the fee from the parent.

(iii) Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school cannot be charged for. However, if the pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Damages and Losses

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

Remissions

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Under the Act no charges may be made for activities which form part of the syllabus for a prescribed public examination or the National Curriculum.

The Governing Body may waive all or part of the charges for the board and lodging element of a residential activity within school hours, where the parents of a student who would normally be liable but are receiving the benefits outlined under Residential Visits.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or an individual pupil basis.

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