



St Luke's C.E. Primary School

Charging & Remissions Policy

Langport Avenue

Longsight

Manchester

M12 4NG

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities. The purpose of this document is to help the Headteacher and Governing Body set out their policy on charging and remission for school activities and school visits.

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. Further information is given in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as:

	Monday & Thursday	Friday
EYFS	8:40am to 11.30am & 12.30pm to 3.15pm	08:40am to 11:00am & 12:00pm to 1:30pm
Key Stage 1	8:40am to 12.00pm & 1.00pm to 3.30pm	08:40am to 11:30pm & 12:10pm to 1:30pm
Key Stage 2	8:40am to 12.10pm & 1.10pm to 3.30pm	08:40am to 11:50pm & 12:30pm to 1:30pm

The midday break does not form part of the school day.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

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;
- Tuition for pupils learning to play musical instruments if the tuition is required as 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;

- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- 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 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 trip.

Voluntary Contributions

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

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

- educational visits
- any activity which takes place during or outside of school hours;

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

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- 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 responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities, we will subsidise the charge to the extent permitted by the funding.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents can request how the charges were calculated.

Residential

A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions). The cost will not exceed the actual cost of provision. Parents can request how the charges were calculated through the Freedom of Information Act 2000.

In cases of hardship remissions of such fees may be considered at the discretion of the school.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Hardship

In cases of hardship the Headteacher will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit.

Dear Parent

**(EDUCATION REFORM ACT: CHARGES FOR SCHOOL ACTIVITIES) SCHOOL
ACTIVITIES, JOURNEYS OR VISITS (EDUCATION DURING SCHOOL HOURS)**

In the near future we hope your child is able to take part in the following educational activity:

ACTIVITY:.....DATE(S):.....
.....

We consider that activities of this type very much support the work with which your child is involved in this school. Further details are attached.

To enable the activity to go ahead the suggested voluntary contribution is
.....

Children will not be treated differently according to whether or not their parents have made a voluntary contribution. The activity can only take place if there are sufficient voluntary contributions.

In addition, there is a charge for board and lodging which in this case is
.....

A request to be allocated a place will be taken as agreement to pay the required charge. Please complete the pro-forma and return it to the school.

Places will be allocated on a first come first served basis. I will contact you again when it is known whether the level of voluntary contributions will be sufficient to enable the trip to take place.

Signed:

Document Control	
Title	Charging and Remissions Policy
Date	October 2026
Review	Annually