St Lukes CE Primary School

Charging, Remissions & Recoupment Policy

Agreed by the Finance Committee of the Governing Board: September 2023
Reviewed: November 2026
Next review: November 2029

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PART A – PUPILS DURING THE SCHOOL DAY AND TERM-TIME

The Governing Body's Policy on charging for activities will aim to ensure that no child is excluded from an activity because of the inability to pay on the part of the parent or carer.

Those activities for which a charge may be made are governed by the Education Reform Act 1988 and laid down in the DFE Circular 2/89.

Education for children of statutory school age wholly or mainly within school hours will be provided free of charge. The exception to this is the provision of individual music tuition which is not a part of the normal delivery of the music curriculum and music lessons. Parents and carers may be asked to contribute in part or wholly to the cost of individual music tuition and may have to provide, or contribute to the cost of, musical instruments, music scores and associated items.

If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not refer to the ability or willingness to pay on behalf of the parent or carer. A charge may be made for activities which take place partly or wholly outside school hours. Out of school activities will be organised to supplement and support formal learning in curriculum areas and to provide further experiences to enable children to develop their full potential.

Optional Extras

The school cannot require a pupil, parent or carer to pay for books and materials for use in connection with education provided within school hours. Parents or carers may be invited to provide or buy items on a voluntary basis e.g. book bags, Bible etc. but if unable or unwilling to comply no child will be disadvantaged.

Clothing

The above does not apply to the official school uniform, but the school, in conjunction with the LA, will use its discretionary powers to assist where able. This may be in the form of an LA Clothing Grant, where their criteria are met and if such a grant is available. In exceptional circumstances assistance may be given. The school will supply essential protective clothing, when necessary, e.g. safety goggles.

School Journey

The school will charge only for board and lodging for those pupils involved in residential journeys, in line with sections 29-35 of DFE Circular 2/89. In addition, voluntary contributions may be requested to cover the cost of travel. All other costs of the School Journey will be borne by the school as the residential journey is a part of the school curriculum and is taking place in term time.

All parents and carers will be notified when a School Journey is organised that there is a remission of board and lodging charges for those parents in receipt of certain benefits e.g. Income Support.

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Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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

The Governing Body may at its discretion remit part or all the charge for a School Journey.

School Day Educational Visits

Parents and carers may be asked for a voluntary contribution towards the cost of day visits arranged for individual classes. However, no child will be prevented from taking part in the outing because parents are unwilling or unable to pay. It may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

Other School Trips

Other school trips are always voluntary, and parents and carers will be expected to meet the full cost. However, parents and carers who are in receipt of Income Support may be entitled to a grant towards the cost from the LA. Applications will be made to the LA on behalf of the parent. All applications for grants from the LA (uniform, free meals & journey grants) will need to be accompanied by evidence of the benefit received.

Educational Theatre Visits

Parents and carers may be asked for a voluntary contribution towards the cost of theatre visits and similar activities arranged for individual classes only if the school has insufficient funds to meet the cost. However, no child will be prevented from taking part in the outing because parents are unwilling or unable to pay. It may happen that without sufficient contributions the activity may have to be cancelled. This will be made clear to parents in the letter advising details of the activity.

Ingredients & Materials for Practical Subjects

Normally all ingredients and materials will be provided by the school. However, in cases where a child wishes to retain the finished produce, a small charge can be made.

Damage or Loss of Equipment
A charge may be made for damage or loss caused by a pupil. This will be at the discretion of the Headteacher or Deputy Head.

Examination Fees
Pupils are not charged for exams, including awards for swimming and sport, for which they are prepared in school.

The school reserves the right to charge parents if a pupil is withdrawn or fails to attend an examination without good reason.

PART B – BEFORE AND AFTER SCHOOL CLUBS AND EXTENDED SCHOOL ACTIVITIES

Parents and carers may be asked for a contribution towards before and after school activities and towards extended school activities which are not a part of the provision of the normal curriculum.

Parents and carers may be asked to pay a charge for their child to attend a before or after school club or to take part in extended school activities.

Adults and young people in the community may also be asked to pay a charge towards extended school activities.

The Governing Body is responsible for determining the scale of charges for attendance at before or after school club activities or extended school activities and for keeping such charges under review from time to time.

The level of charges should only be sufficient to cover the cost of the provision of the activities and should not result in a surplus for which there is no clear purpose of from which the children or adults will not benefit.

PART C – LETTINGS & USERS OF THE PREMISES

The Governing Body has established and approved a policy for Lettings Regulations & Conditions of Hire and Use.

Below is a guide to Hire Charges

- Hire of a room in the school £50 per hr
- Hire of school hall £120 per hr
- Community House £60 per hr

- Grounds charge £120 per hr
- Swimming with instructor £65 per hour
- Revenue sharing agreement: 15%

Lettings are always at the discretion of the Headteacher or Deputy Head in the absence of the headteacher, acting on behalf of the Governing Body. This includes determining the amount of the hire charge too. Hence the above is provided only as a guide.

PART D – RECOUPMENT OF COSTS

The Governing Body will ensure that all costs that should be recouped are received. Examples would include tuition costs of pupils where another local authority is responsible for the cost of the child's education, etc.
Other costs to be recouped include staff meals, staff telephone calls, etc.

PART E – LATE PICKUP

Late pickup at end of day or end of club may incur a charge, for persistent lateness even with notice given, for more than 5 minutes after the session– this charge of £5 for every 5 minutes thereafter until collected, will cover the cost the school incurs for childcare.

Monitoring arrangements

The Headteacher and School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Headteacher and School Business Manager annually.

At every review, the policy will be approved by the Headteacher and Chair of the Finance Committee

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Appendix 1

EXTENDED SCHOOL CHARGING POLICY

AFTER SCHOOL CLUB

This is now run by an external provider, Junior Activities Group (Energy Kidz), and decisions on what to charge lies solely with them.

OTHER AFTER SCHOOL ACTIVITES THAT ARE NOT PART OF THE ENERGY KIDZ AFTER SCHOOL CLUB

Certain after school activities such as instrumental tuition may incur a charge. Instrumental tuition is heavily subsidised by the school. Pupils in receipt of pupil premium may attend these sessions free of charge.

BREAKFAST CLUB

The charge for this club is £2.50 per day for the 7.30am-8.3am session. Any pupils attending that are registered as being eligible for free school meals can do so at no cost. This is funded from the pupil premium the school receives. In addition, where there is a social need to attend the before school club, this charge may be reduced at the discretion of the school. Where more than one pupil from the same family unit attends, the charge will remain at £2.50 for the first pupil but be reduced to £1.25 per day for the other pupils from that family unit.

Bookings must be made and paid for via Arbor, prior to attending breakfast club, so that a daily register can be produced.