



Downsell
 PRIMARY SCHOOL
Learning Today, Leading Tomorrow

Charging and Remissions Policy

Review date:	Autumn Term 2024
Review Date of Policy:	Autumn Term 2025



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

Legislation and guidance :

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

The School will not charge for:

- Materials, Ingredients required for practical subjects for example cooking and craft work.
- The cost of Year 6 swimming lessons
- All lessons that are part of the PE/Outdoor provided by the school or external providers that occur during school time. The cost of these activities will be met from the school delegated budget.
- When a coach is required to transport children from the school to a neighbouring school.
- Parent / carers who help on a visit.

The School will charge for:

- Instrumental music tuition during school hours where children are taught in groups and this is in addition to the National Curriculum. The scheme is non-profit making.
- School trips/ Activities – (Also see voluntary contributions below)
- Residential visits requiring pupils to spend one or more nights away from home. Parent / carers will only be charged the actual costs.
- Breakfast club.
- After school clubs.

Voluntary Contributions.

Parent / carers will be asked to make a voluntary contribution on each occasion a trip is made equal to total costs per pupil. There is no obligation to make a voluntary contribution and parents should realise that their child will not be treated differently according to whether or not they have made a voluntary contribution. It should however be realised that if insufficient voluntary contributions are received then the school will be forced to cancel the particular trip and refund the money. All visits are non-profit making.

The staff and governing body at Downsell Primary feel that visits supporting the work children do in the classroom is extremely valuable.

The School will ask for voluntary contributions from parents:

- When their child's teacher arranges a class visit and the majority of the visit takes place during school hours or when the school does not have sufficient funds to meet all the costs relating to the educational visits.

Damage/Loss to Property.

- A charge will be levied in respect of wilful damage*, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
- A charge will be levied in respect of wilful damage*, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party**, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Other charges.

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report to parents.

Remissions Policy.

- The Headteacher, Finance Committee or Governing Body may authorise payment in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances, from the School's delegated Budget.
- The Headteacher, Finance Committee or Governing Body may decide not to authorise payment of charges in respect of a particular activity, if it feels it is reasonable in the circumstances.
- Wilful damage interpreted here to mean "purposely/deliberately damaged" - supported by evidence and determined by the Headteacher.
- Third party used here refers to another child, teacher, parent or property of a neighbour of the school.