Ledbury Primary School

CHARGING AND REMISSIONS POLICY

Date of next review: September 2026

Reviewed and Update on:	Changes made/notes:
September 2025 Vs 2.0	Updated – Mrs S. Fletcher. Approved by Governing Board
September 2024 Vs 1.9	Reviewed Mrs S. Fletcher. Approved by Governing Board.
September 2023 Vs 1.8	Reviewed Mrs S. Fletcher. Approved by Governing Board.
November 2022 Vs 1.7	Reviewed Mrs H. Crowley. Approved by Governing Board.
November 2021 Vs 1.6	Reviewed Mrs H. Crowley. Approved by Governing Board.
November 2020 Vs 1.5	Reviewed Mrs H. Crowley. Approved by Governing Board.

Ledbury Primary School
Charging and Remissions Policy

INTRODUCTION

This charging and remissions policy complies with statutory requirements.

1. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

2. Roles and responsibilities

The Governing Board

- The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.
- The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

TYPES OF ACTIVITY THAT CAN BE CHARGED FOR AND WHEN CHARGES WILL BE MADE:

3. Admissions

There is no charge for admissions.

4. School meals

There is no charge for meals for children who are entitled to free school meals or universal infant free school meals. Parents of pupils who do not have this entitlement can purchase school meals by making payment to the school.

5. Activities that take place during school hours

The school makes no charge for:

- education provided during school hours (including the supply of materials, books, instruments or other equipment)
- instrumental and vocal tuition which is part of the national curriculum or part of whole class (Wider Opportunities) tuition

- instrumental and vocal tuition for children in care
- transport provided in connection with an educational visit (voluntary contributions will be requested).

We may charge for:

- any materials, books, instruments or equipment where the child's parent wishes to own them
- instrumental and vocal tuition that has been requested by parents.

Charges will not exceed actual cost.

6. Activities that take place outside of school hours (non-residential)

The school makes no charge for

- education provided outside school hours if it is part of the national curriculum or part of the school's curriculum for religious education

We may charge for:

- education provided wholly or mainly outside school hours that is not part of the national curriculum or part of the school's curriculum for religious education
- after school clubs

Participation in an activity will be on the basis of parental choice and a willingness to pay the charges. Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity, divided by the number of pupils participating.

7. Residential activities

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to take place during school hours.

For residential visits that take place during school hours, the school will not charge for:

- education provided on the visit
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs (voluntary contributions will be requested).

The school will charge for:

- the actual cost of board and lodging.

Charges may be remitted for those pupils whose parents are in receipt of the benefits listed in paragraph 12 below.

For residential visits that take place outside of school hours, the school will not charge for:

- education if it is part of the National Curriculum or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school will charge for

- the actual cost of board and lodging
- the cost of travel
- the cost of activities.

Charges may be remitted for those pupils whose parents are in receipt of the benefits listed in paragraph 12 below and any charge made in respect of individual pupils will not exceed the actual cost of providing travel, board and lodging and activities, divided by the number of pupils participating.

8. Damage to property and breakages

Where school property has been wilfully damaged by a pupil the school may charge parents/carers for some or all of the cost of repair or replacement. The school provides each pupil with a planner every 2 years. The school will charge for replacement planners if they are damaged or lost.

9. Early Years Provision

The school makes a charge for the provision of nursery education for pupils (aged 2, 3 and 4), above the 15 hours funded entitlement where extended 30 hours funding is not applicable, and extra sessions are requested by the parent. Refer to the Nursery Admissions Policy.

In addition, for all nursery pupils, school will make a charge for wraparound care as required by the parent/carer. Refer to the Nursery Admissions Policy.

10. Breakfast and After School Clubs

The School makes a charge for extended services which comprises Breakfast Club (Larks) and After School Club (Owls).

11. Community Facilities

The school makes a charge for the hire of facilities outside of school hours. Refer to the Lettings Policy.

12. Remissions

The school will give consideration to the remission of charges to parents or carers, in particular for residential trips, who receive the following support payments:

- 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 they 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 they stop qualifying for Working Tax Credit
- Universal Credit - if they applied on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits they get)

Children of families who receive these payments are also entitled to free school meals.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in a particular activity for which a charge is made. When arranging a chargeable activity, the Governing Board invites parents to apply in confidence for remission of charges in part or full. The request will be considered by the Headteacher in consultation with the Chair of Governors, having regard to the availability of funding from other sources.

13. Voluntary contributions

The School may ask for voluntary contributions towards the cost of school-time activities, such as school trips and the hire of the swimming pool.

In any case of school trips or other activities where the activity cannot be afforded without voluntary funding, the activity will be cancelled if insufficient funds are forthcoming and all monies paid will be returned to parent/carers.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

14. Inability or unwillingness to pay

The School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents/carers of that child are unwilling or unable to pay voluntary contributions.

The identity of the child or parents/carers of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.