



Edisford Primary School

Confidence. Persistence. Getting Along. Organisation. Resilience.

Charging & Remissions Policy

Introduction

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis.

Activities Without Charge

School governing bodies and local authorities, *cannot* charge for:

- an admission application to any state funded school – paragraph 1.9 of the ‘School Admissions Code 2012’ rules out requests for financial contributions as any part of the admissions process;
- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent;

Chargeable Activities

- Schools and local authorities *can* charge for:
 - any materials, books, instruments, or equipment, where the child’s parent wishes him/her to own them;
 - optional extras (see page below);
 - music and vocal tuition, in limited circumstances (see page 6);
 - certain early years provision;
 - community facilities.

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.
- transport (other than transport that is 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);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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;
- the cost of buildings and accommodation;
- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Voluntary Contributions

Edisford Primary School endorses the principles of the 1988 Education Act in maintaining the right to free education for all children. The act allows us to request voluntary contributions to broaden children's educational experience. We reserve the right to plan trips to enrich and extend children's experiences in support of the curriculum.

Non-Contribution

Non-contribution would not prejudice a pupil's place on a visit, however, unless most families were prepared to voluntarily contribute to the cost, the visit may have to be cancelled. If the visit goes ahead, it may well include children whose parents have not paid any contribution. We do not treat these children differently from any others.

In exceptional circumstances, the school will consider covering shortfalls in funding for a visit through use of the Pupil Premium Grant or from the School Curriculum Funds.

The following is a list of enrichment activities, organised by the school, which require voluntary contributions from parents and carers:

- visits to museums, galleries and centres;
- outdoor adventure activities, e.g. Robinwood;
- theatre visits or visits by touring theatre companies;
- visits which enrich the curriculum;
- visitors to school;
- musical events;
- £5 contribution for equipment from September 2025.

Music Tuition

Parents may opt to pay for private musical tuition to learn an instrument. They organise this themselves through Lancashire Schools Music Service. This organisation will contact school to make them aware of any music tuition contracts set up with parents. School will confirm a convenient time and place for the lessons to take place. School may request that lessons take place either at lunchtime or after school so that children are not missing other lessons. School must also factor in being able to provide a room for tuition to take place. All music tutors will be DBS checked and credentials checked with Lancashire Schools Music Service.

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Recorders

We do ask a voluntary purchase of a school recorder from Year 3 for our Musician Endeavour. Children then own these instruments.

Endeavours & Flairs

Small charges are sometimes made to cover costs of materials and resources in our Endeavour and Flairs activities. These charges are made so that children can keep the finished product. This also contributes to funding the cost of badges. We recognise that this is an extra cost we are asking parents to contribute towards, yet we hope that parents acknowledge that this is an important and unique part of our curriculum and that they are willing to support us with this.

Extra-Curricular Sporting Activities

The school facilitates extra-curricular sports coaching activities after school hours e.g. football, multi-skills or dance. These types of activities are offered through outside organisations. Qualified coaches, who are not members of the school staff, run and organise these sessions. A charge is made to parents for these sessions. We follow the appropriate safeguarding checks, including checking DBS certificates to ensure they are safe to work with children.

School Uniform

Children are expected to wear clothing that conforms to the school colours.

Second-hand uniform is available free-of-charge at school.

PE kits: children are expected to wear appropriate clothing for PE lessons (coloured house t-shirts which do not have to be branded).

Please see our Uniform Policy for further details.

Damage to Property

The school covers accidental breakages of school property. Deliberate or wilful acts, which result in breakage or damage to school property, will be charged for at a rate appropriate to replacement costs.

Lettings

The school makes its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined by the Governing Body using Local Authority guidelines. Please see our Lettings Policy for further information.

Remissions or Help with Charges

To help remove financial barriers for disadvantaged pupils, the governing body has

agreed that some activities and visits, where charges are legally permitted, may be offered at no cost or at a reduced rate to parents in specific circumstances (see details below). The Headteacher, in consultation with the Chair of Governors, will authorize any remission of charges. Parents who are in receipt of the following benefits will, in addition to being entitled to free school meals, also be eligible for the remission of charges:

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, not entitled to Working Tax Credit and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible, we shall notify parents of visits and activities (and their approximate costs) in good time so that parents can plan ahead.
- We will set up a system for parents to pay in instalments (for higher cost activities/visits).
- Occasionally, an opportunity may arise where we may have to give short notice to parents to avoid missing out. We will endeavour to ensure this happens as infrequently as possible. In these circumstances, we ask for parents' understanding that we are making the most of opportunities which will enrich children's experience.

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