

Statutory

Charging and Remissions Policy

Purley CofE Primary School

Date of policy: January 2008

Review Cycle: Annual

Reviewed By: Business Committee June 2025

Approved By: Full Governing Body June 2025

Last Reviewed: June 2025

Next review date: Summer 2026

Learn to love, love to learn



'Let all that you do be done with love', 1 Corinthians 16:14

Change History

Version	Date	Description	Change ID
1.0	July 2020	Replaces the previous version of the policy	Clerk
2.0	September 2021	Replaces the previous version of the policy	SBM
3.0	October 2022	Updates to dates only. Not material changes	SBM
3.1	June 2023	No material changes, dates only	HG
3.1	June 2025	N material changes, dates only	Clerk

Purley Church of England (Controlled) Primary School

Policy on Charging for School Activities

1. Charges

The school will apply charges levied by the LEA for services that it provides and also the remission arrangements for which the Authority considers appropriate. The school reserves the right to levy a charge in any circumstances permissible in line with sections 449-462 of the Education Act 1996.

In accordance to Department for Education, charging for school activities, May 2018, Schools and local authorities will not charge for:

- an admission application to any state funded school;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside of school hours if it is part of the national curriculum;
- instrumental or vocal tuition, unless it is provided at the request of the pupil's parent;

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below)
- certain early years provision;
- community facilities.

Optional extras:

- education outside of school time that is not part of the national curriculum or not part of religious education;
- transport (other than transport that is required to take the pupil to school or to other premises where the school 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 such as homework, breakfast, after-school clubs, tea and supervised homework sessions.

Music and Vocal Tuition

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

In cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils partaking in any optional extra activity.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

2. Voluntary Contributions

If the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset. If insufficient voluntary contributions are raised to fund a visit, and the school cannot fund it from another source, then it must be cancelled. The Headteacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his/her parents/carers are unwilling or unable to pay; their child will still be given an equal chance to go on the visit.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is a voluntary contribution and not compulsory. School will avoid sending colour coded letters to parents as a reminder to make payments.

For optional curriculum enrichment visits, if parents do not wish their child to go on the visit, he or she will attend the school as normal on the day.

3. Remissions

In some circumstances the school may not charge for items and activities set out in Section 1 of this policy. This is at the discretion of the governing board and will depend on the activity in question. Parents who can prove they are in receipt of the following benefits will be exempt from paying apart from residential trips where the school usually asks for a much smaller contribution (such as £50):

- income support and/or income-based jobseeker's Allowance;
- income-related Employment and Support Allowance;
- support under Part VI of the Immigration and Asylum Act 1999;
- the guarantee element of Pension Credit;
- Working Tax Credit and or Universal Credit;
- Free School Meals.

Any further remission of charges will be at the discretion of the governing board.

4. Breakages

The governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakage, lost or damaged books, equipment and material, other than the normal fair wear and tear.

5. Charging in Kind

Where parents indicate in advance that they wish to own finished products of a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.