



**St James's Cof E  
Primary School**

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Let Your Light Shine

**Charging and Remissions Policy**

**Ratified on: 29<sup>th</sup> November 2024**

**Ratified by:** Lee Salton-McLaughlin

**Review date:** July 2026

**Written by:** Dudley MBC

## 1. Introduction

1.1 This policy has been compiled in line with DfE – Department for Education requirements and in accordance with section 449-462 of the Education Act 1996. This policy adheres to Dudley guidelines.

1.2 The governing body recognises the valuable contribution that the wide range of activities, including trips and residential experiences, can make towards pupils' personal and social education.

1.3 The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

1.4 The Headteacher has the responsibility for monitoring and evaluating the implementation of this charging policy and will provide the Governing Body with a financial report as part of the normal yearly reconciliation of the school fund.

1.5 Definitions:

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

## 2. Education

2.1 No charge will be made for education during school hours; the definition 'education' includes the supply of any materials, books, instruments or other equipment. We do not charge for any activity undertaken as part of the National Curriculum. Charges do not include any subsidies for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

## 3. Voluntary Contributions

3.1 Voluntary contributions from parents will be requested for school activities in or out of school time for which a compulsory charge cannot be made.

3.2 No pupil would be excluded from such an activity because of an inability or unwillingness to make a voluntary contribution. However, it must be acknowledged that the School Fund used to support school visits and activities is limited and that some activities cannot be funded without voluntary contributions from parents.

3.3 Such activities would only be provided if there were sufficient voluntary contributions made to ensure the activity could go ahead. Parents will be made aware if the activity cannot be funded without voluntary contributions. If insufficient voluntary contributions are raised to fund the visit, then it must be cancelled.

3.4 The Headteacher will decide within these policies whether a particular activity is chargeable or not, and if chargeable, what the level of voluntary contributions must be for the activity to go ahead.

3.5 There is no limit on the level of voluntary contributions sought.

3.6 The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

3.7 When payment plans have been agreed but not adhered to, the school reserves the right to enforce payment through the Small Claims Court.

#### **4. School Trips / Visits**

4.1 Parents will be asked to make voluntary contributions to school trips / visits, including swimming, to extend the value of school funds. The contributions will not exceed the actual cost.

4.2 Where possible, refunds will be made, but not where the school has already made financial commitments.

4.3 When payment plans have been agreed but not adhered to, the school reserves the right to enforce payment through the Small Claims Court.

#### **5. Residential Visits**

5.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education.

5.2 Charges will be made to cover the cost of board, lodgings and travel expenses but they will not exceed the actual cost.

5.3 When payment plans have been agreed but not adhered to, the school reserves the right to enforce payment through the Small Claims Court.

#### **6. Music Tuition**

6.1 All children study music as part of the normal school curriculum and there will be no charge for this.

6.2 There may be a charge for individual or group music tuition, if this is not part of the National Curriculum.

#### **7. Optional Extras**

7.1 We are able to charge for activities known as 'optional extras.' In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of:

- The national curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has 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 breakfast clubs, after-school clubs, tea and supervised homework sessions)

7.2 When 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 (including supply teachers engaged specifically to provide the optional extra)
- 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

7.3 Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

7.4 Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

7.5 Parental agreement is necessary for the provision of an optional extra which is to be charged for. For these activities there may be support for those pupils in receipt of 'Free School Meals' but this is at the discretion of the school.

## **8. Damage / Loss of Property**

8.1 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.

8.2 A charge will be levied in respect of wilful damage, neglect or loss of school property belonging to a third party, where the cost has been recharged to the school.

## **9. Other Charges**

9.1 The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services but paper copies of any information on the school website will be provided free of charge.

9.2 Parents may be asked to make a contribution towards the cost of ingredients or materials in advance if they wish to own the finished product.

9.3 Some goods may be purchased through the school for the convenience of parents, pupils or staff; the school will not seek a profit from these sales.

9.4 Some goods will be sold through school with the intention of making a profit and thus raising money for the School Fund, PTFA or other Charity.

## **10. Remissions**

10.1 The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remissions will be made by the Head Teacher in consultation with the Chair of Governors.

10.2 Refunds may be available where pupils have failed to take part in all or part of a trip that they have already paid for, or for other exceptional circumstances and this is at the discretion of the governing body on an individual basis.

## **11. Debts incurred with school (in any circumstances)**

Wherever possible, all costs will be collected in advance by the school to avoid debts and services will not be offered without prior payment. If the school is owed money by a parent/carer they will be informed of this and asked to repay in full immediately. If this is not possible instalments and the earliest possible dates of payment will be agreed (normally within 30 days of notification of the debt). Contact for money owed may be carried out by School Spider, a telephone call (of which a written record is made giving the time and date), or by letter.

## **12. Refunds from school (in any circumstances)**

All refunds are at the discretion of the school and a refund will not normally be made if a cost remains for the school. Sometimes a partial refund may be offered. Where a refund is agreed parents/carers must produce a receipt for the amount(s) initially paid. All refunds must be reclaimed within 3 months of payment. No claims will be accepted after this period of time.

### **TYPE OF CHARGE DESCRIPTION**

Photocopying/printing @ 5p per sheet (black & white)  
Photocopying/printing @ 15p per sheet (colour)

### **LOST READING BOOKS**

Nominal charge of £5.00 to be paid on School Spider