



St Martin and St Mary C of E Primary School

Charging and Remissions Policy

Approved by	
Name	Reverend James Richards
Position	Chair of Staffing and Finance Committee
Signed	<i>James Richards</i>
Date	19 th October 2022
Review date	Annual

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	2018
2	Updated in line with Code of Conduct, Safeguarding Policy etc.	September 2021
3	Annual review and update	October 2022

If you require this document in another format; i.e. easy read, large text, audio, Braille or a community language, please contact the school office.

Tel: 015394 43622

Mail: admin@windermere.cumbria.sch.uk

Our School Vision and Values

As a Christian school, St Martin and St Mary is an inclusive and happy community; nurturing confidence, a thirst for learning and resilience in a safe loving environment. Our priority is developing the whole child spiritually, emotionally, physically and academically to live the most rewarding life.

'Life in all its fullness' John 10.10

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. The aim of this school is to provide a rich, broad and balanced education within a caring and stimulating Christian environment, serving the whole

school community. To create an environment in which learners are encouraged to fulfil their potential and make a positive contribution to their society.

At St Martin and St Mary these are the Christian values that are the most important for our school. These values help make our school a great place to be.

Friendship **Love** **Forgiveness** **Trust** **Honesty** **Faith**

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Charging for education](#)
3. [Optional extras](#)
4. [Voluntary contributions](#)
5. [Music tuition](#)
6. [Transport](#)
7. [Residential visits](#)
8. [Damaged or lost items](#)
9. [Remissions](#)
10. [School trip refunds](#)
11. [Monitoring and review](#)

Statement of intent

St Martin and St Mary CE Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.

- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- [Optional extras](#)
- [Music tuition](#)
- Use of community facilities

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Religious education.
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

3.2. When calculating the cost of optional extras, the school will only take into account the following:

- Stationary, materials, books, leotards, swim hats or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- School meals and tuck shop

3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Voluntary contributions

4.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

- 4.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 4.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

5. Music tuition

- 5.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. Any charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.
- 5.2. At our school payments are made directly to the tutor, the agreement is between the tutor and the parents.

6. Transport

- 6.1. We will not charge for:
- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
 - Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

7. Residential visits

- 7.1. We will not charge for:
- Education provided on any visit that takes place during school hours.
 - Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of religious education.
 - Supply teachers to cover for teachers accompanying pupils on visits.
- 7.2. We may charge for board and lodging – but the charge will not exceed the actual cost.
- 7.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
- 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 State Pension Credit
 - Child Tax Credit, provided that they are 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 four weeks after they stop qualifying for Working Tax Credit

- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

8. Damaged or lost items

8.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

9. Remissions

9.1. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

9.2. To request assistance, parents should contact the Finance Administrator via egraham@windermere.cumbria.sch.uk

10. School trip refunds

- 10.1. All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- 10.2. In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher may discuss options with the governing board, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- 10.3. In the event that a pupil or their parents cancel their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher may consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- 10.4. In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher may consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- 10.5. Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account.
- 10.6. Excess expenditure will be subsidised by the school fund.

10.7. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

10.8. If a parent wishes to make a complaint about refunds, they can do so via the **Complaints Procedures Policy**.

11. Monitoring and review

11.1. This policy will be reviewed **annually** by **the headteacher**.

11.2. The next scheduled review date for this policy is **2022**.