



FLASH LEY COMMUNITY PRIMARY SCHOOL AND NURSERY

CHARGING AND REMISSIONS POLICY

Approved by: Chair of Governors

Date: Revised September 2025

To be reviewed: March 2026

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Board of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and the Governing Board.

Definitions

Community Facilities – activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings – letting to an organisation other than the school

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal cost.

Prohibition of Charges

The Governing Board of the School recognise that the legislation prohibits charges for the following:

- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing Board or local education authority has arranged for pupils to be educated;

- transport that enables a pupil to meet an examination requirement when he has been prepared for the at examination at the school;
- transport provided in connection with an educational trip

Charges (Appendix 1: Costs)

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (e) extra-curricular activities and school clubs
- (f) Extended school care activities such as breakfast club, after school club, holiday clubs and 'wrap around' nursery provision
- (g) Charges for materials or ingredients where the pupils wish to have the finished product
- (h) Dinner money

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit of journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
 - Services (heat & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Eligible for Child Tax Credit but not Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. Please note: anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4-week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) Entrance Fee for School Trips
- b) Transport Cost where external company is contracted in

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

APPENDIX 1 CHARGES

School Charges lunches: Pupils: £2.40 per child. Adult: £3.00

Residential trips: Prices range from £150-180 for 2 night's and from £180-£220 for 4 nights.

Day trips or visitors to school: prices range from £1.00-£30.00

Lettings to Visionary Individual Pathways: Monthly charge of £1,970.50 for rent and quarterly for utility bills – based on usage

Voyage Charges:

First Steps 0-2 year olds			
Full Day	7.30-5.30	Includes breakfast, Snacks and a light tea	£52.50
Half Day	5 Hours	Includes snack	£39
School Day (NEW)	9am-3pm	Includes snacks	£41
Hourly	1 hour or any part thereof		£9
5 days a week with 10% Discount (NEW)	7.30-5.30 Monday-Friday	Includes breakfast, snacks and a light	£236.25
Caterpillars, Butterflies, Early birds & Tea Birds and Holiday Care			
Before School	7.30-9.00	Includes breakfast	£9
Morning session	9.00-11.30	Includes snack	£12
Lunch session	11.30-12.30	Packed Lunch required or School dinner £2.20	£9
Afternoon session	12.30-3.00	Includes snack	£12
After School 1 hour	3.00-4.15	Includes snack	£9
After School	3.00-5.30	Includes snack	£12
Full Day (Including holiday) 2-11 year olds	7.30-5.30	Includes breakfast, snacks and a light tea/snack	£43
Per hour	1 hour or any part thereof		£9
Holiday special (4 years +)	9am-12noon/ 12noon-3pm		£17
Other Fees			
Late Fee	Every minute past your collection time		£1.00
School Dinner		Includes lunch, pudding & drink	£2.20