



Company Registered Number: 8517255

St John's Primary School

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Charging and Remissions Policy

Approved by/on: Full Governing Body. 27 February 2025

Date drafted/by: Mel Clements, February 2025

Frequency of review: Annually

Date of previous review: February 2024

Governing body reviewer:

Model policy providing the basis for informing this policy:



Policy Statement

The purpose of this policy is to set out the school's procedures for charging and remission for school activities and school visits. This policy has been devised in accordance with Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

All education during the school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

The Governing Body recognises that many additional activities offered by the School play an important role in the educational development of children and, as such, continues to support and encourage their use in the future.

The Governing Body feel it is important to note that no child should be excluded from an activity in the event his or her parents are unwilling or unable to pay and that all children will be given equal opportunity to participate in such events.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we have to abide by.

Our charging and remissions policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

Voluntary contributions

We cannot charge for activities which are part of the normal school day or part of the National Curriculum. However, we can ask for **voluntary** contributions.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport to swimming sessions
- Transport on trips
- Admission charges

Our approach:

We will tell you at the outset if the activity cannot be funded without voluntary contributions.

We shall give as much notice as possible of any activities which will require voluntary contributions.

We can charge for optional extras

We can charge for any materials, books, instruments or equipment if you wish your child to own them.



This means that we may make a charge for:

- Materials used in technology if your child is expecting to bring the finished product home
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts
- After school clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for appropriate sized groups of pupils.

Our approach:

The charge will not exceed the actual cost of providing the optional extra. We will obtain your agreement before we provide the optional extra.

Charging for residential visits

We believe that every child has an entitlement to a residential visit during their time at school.

We can't charge for transport although we shall usually need to request voluntary contributions.

We may charge for board and lodging (unless parents are in receipt of one or more of the benefits listed at the end of this guide). The charge will not exceed the actual cost.

We aim to help you to plan for these costs by:

- issuing a calendar of visits/activities to ensure that you have as much notice as possible
- having clear procedures to enable you to pay by instalments
- publishing a fair, objective and transparent procedure for allocating places in case of over - subscription (we shall avoid 'first come, first served' payment which may favour some pupils more).

Special financial arrangements (known as remissions)

Parents who are in receipt of any of the benefits (listed below) will not be required to pay for:

- Board and lodging on residential visits
- Technology materials
- Music tuition

In addition, reduced rates may be negotiated for:

Oxfordshire **P**rimary **E**ducation **N**etwork



Working together to provide an outstanding education for all our children

- Extra-curricular activities

Benefits required to qualify (These figures and other criteria may change)

- 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 Pension Credit
- Child Tax Credit (provided you're 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

FAQs

Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden your child's experience, but we can't afford to do everything we would wish to without help from parents and carers.

What happens if I am unwilling to pay?

Your contribution is voluntary.

Your child will not be excluded from the activity

BUT if we do not receive enough voluntary contributions, we may have to cancel the activity.

What happens if I am unable to pay?

Parents in certain financial circumstances (see above) will not be expected to make voluntary contributions

Parents who are not in receipt of the qualifying benefits detailed but are in financial hardship should contact the school business manager, in confidence, as we are able to sign post towards other charities who are willing to help.

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

