

ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

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'I have come that they many have life and have it abundantly-John 10:10'

Charging and Remissions Policy

Area:	Res Committee
Approved by:	Curriculum Pupil and Community Committee
Date:	Autumn term 2025
Ratified by:	Governing Body
Review Date:	Autumn term 2026

Head Teacher
Chair of Governors

Kieran Gorman
Geoff Green



PURPOSE

The Governing Body of All Saints Primary School is required to maintain a Policy for charging for school activities and visits.

WHAT WAS CONSULTED?

This policy sets out our school approach to charging and remissions, and is informed by the Department of Education guidelines 2018:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements other policies such as equal opportunities policy and off-site visits policy.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The Resource Committee of the governing body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

1	Admissions
	There is no charge for admission to All Saints School.
2	School meals
	No charge will be made for pupils who are entitled to free school meals
	The school will charge all pupils not entitled to free school meals an amount determined by the contractor, currently The Pantry Ltd.
3	Public Examinations
	No charge to be made for the cost of SATS tests
4	Activities for pupils that take place during school hours (Appendix 1)
	No charge will be made for activities provided during school hours, (with the exception of music tuition – see Section 8). Although voluntary contributions may be sought. (See section 11)
	No charge will be made for transport during school hours e.g. to swimming, although voluntary

	contributions may be sought. (See section 11) From time to time the school invites non-school based organisations such as theatre groups or musicians to arrange an activity during the school day. There is often a cost associated with these visits. In such cases, parents will be asked for voluntary contributions towards the cost of the visiting group. The school will make it clear beforehand that if insufficient funds are raised the visit may not go ahead. From time to time teachers organise visits to museums, theatres, and places of educational interest. Such visits take place during School time and costs are kept to a minimum to cover travel and entrance fees. Parent(s)/carers(s) are asked to voluntarily contribute to these costs.
5	Activities for pupils that take place outside school hours No charge will be made for an activity that takes place outside school hours when it is: • a necessary part of the curriculum • part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school • part of the school's basic curriculum for religious education <u>Optional extras</u> Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are: Education provided outside of school time that is not: - part of the national curriculum; - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; - part of 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/governing body 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 (for example breakfast club, afterschool clubs and supervised homework sessions).
	In calculating the cost of optional extras an amount may be included in relation to: • Any materials, books, instruments, or equipment provided. The cost of buildings and accommodation • Non-teaching staff • Teaching staff engaged under contracts for services purely to provide an optional extra • 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. Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. 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 pre-requisite for the provision of an optional extra where charges will be made.
6	Activities that take place partly during school hours either on or off site (non-residential).
	Where the majority¹ of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4. If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 5.
7	Residential Visits
	Pupils in Year 4, 5 and 6 go on overnight residential visits to support the curriculum. Parents/ Carers are expected to pay for these visits. Families on income support or those who have free school meals are given a 50% discount on these costs if evidence of entitlement is provided.

	The cost to the school for this is covered by an annual donation of £1500 from the Friends of All Saints School.
	Residential visits follow the same guidelines when determining whether they are fully within or outside school hours.
	<u>Board and lodging</u> The school will charge pupils an amount up to and including the full cost of board and lodging on residential visits whether it is classified as taking place within or outside school hours.
	<u>Travel</u> Residential classified as being within school hours: no charge will be made. A voluntary contribution may be sought. Residential classified as being outside school hours: a charge will be made for travel to cover the unit cost per pupil.
	<u>Activities on residential</u> Residential classified as being within school hours: no charge Residential classified as being outside school hours: a charge will be made (see section 5).
8	Music tuition within school hours
	The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. A charge will 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. Charging may not be made if the teaching is either an essential part of the national curriculum. No charge may be made in respect of a pupil who is looked after by a local authority. (Including instrument hire, music books etc.)
9	Extended School Hours
	Wraparound care: A charge will be made for All Saints wraparound Care. This fee is reviewed annually by the Head Teacher, School Business Manager and the Resource Committee.

	After School Clubs: There will be charges levied for some extracurricular activities provided by outside organisations. These charges are made by the provider and must be paid in advance if child is to take part.
10	Damage to property and breakages
	We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. (Including premises, furniture, equipment, books or materials.) This will be determined by the Head Teacher.
	We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.
	School Business Manager to maintain a record of damage to property and payments made.
11	Voluntary contributions
	We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging, for example; trips to museums, galleries, sports events, outdoor adventure activities and musical events. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.
12	Governors annual Maintenance Fund
	Parent(s)/Carer(s) are asked to contribute a sum towards the upkeep of the school building. Although parent(s)/carer(s) are not obliged to pay into this fund, all Church of England Schools ask for contributions of this kind in order to pay for the necessary insurances via the London Diocesan Board for Schools.
13	Remissions and concessions
	At the discretion of the Governing Body, parents may request a remission of charges for residential trips, music tuition or payment of maintenance. Parents who would qualify for support are those in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit or experiencing an

	unexpected hardship. Parents and carers who receive State benefits as defined above or who are suffering financial hardship may contact the Governing Body (via the Clerk to the Governing Body,) in writing to inform them in complete confidence if their financial hardship. The circumstances in which concessions are applied will be reviewed regularly.
14	Hire of school Premises
	The charges, which include the cost of cleaning, heating and lighting and the use of furniture and equipment provided by the school may be adjusted by the school from time to time, to meet fluctuations in the prices of relevant items such as fuel, light and labour. The amount payable for any occasional occupation shall be that of the appropriate scale of charges in force at the date of the receipt of the application (irrespective of the date of actual occupation) provided this is not more than three months before the date of the proposed occupation. A deposit may be required in advance. A charge will be made for any extra cleaning required and any loss of equipment by damage or theft during the hirer period.
15	Nursery Fees
	All 26 places of the school's full-time nursery are entitled to 15 free hours of Early Years' education per week for 38 weeks per year. (Centrally funded by the Government via the Local Authority.) Parents/Carers will need to provide funding to the school for the additional hours not centrally-funded by either: Option A - Family meet the government eligibility for 30 hours funding and provide evidence code to the school. or Option B - Family not eligible for the full 30 hours funding. Parents /carers will be charged a termly fee of £1,300 to pay for the additional hours. Payment must be made in advance either monthly or for the whole term depending on individual arrangements agreed by the Head Teacher. See Nursery Admissions and Charges Policy for terms and conditions regarding nursery fees.