



Charging and Remissions Policy

1. Aims

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of some trips, residential and individual or group music tuition.
- 1.2 When organising school trips or visits that enrich the curriculum and educational experiences of the children, the school invites parents to contribute to the cost of some trips. All contributions are voluntary and will be limited to the actual cost of the activity divided by the number of students participating.
- 1.3 If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. The school endeavours to pay the additional costs in order to support the visit. Parents have the right to know how each trip is funded. The school provides this information on request. Only the total of contributions will be presented. If insufficient funds are available to support the visit, parents will be notified of the cancellation.
- 1.4 This school may organise additional activities, which require voluntary contributions from parents. These activities are known as 'optional extras'. The list, which is not exhaustive, might include:
 - visits to museums
 - sporting activities that require transport activities
 - outdoor adventure activities
 - visits to the theatre
 - school trips abroad
 - musical events

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

3. Remissions

In order to remove financial barriers from under resourced families, the Governing Body has agreed that some charges, will be offered at no charge or a reduced charge to parents in particular circumstances. The criteria for qualification for remission are given below:

- Income Support
- Income-based Jobseekers 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)
- Looked after children
- Safeguarding concerns

Parents should write in confidence to the Headteacher with their request as they arise. Each request will be carefully considered and granted at the Headteacher's discretion.

4. Roles and responsibilities

The Governing Body has overall responsibility for approving the charging and remissions policy but has delegated the responsibility for approving the charging and remissions policy to the Finance and General Purposes Committee.

5. Materials, books and equipment

5.1 Textbooks and other materials are provided by the school. Charges may be made for any materials, books, instruments or equipment where a parent wishes their child to own them. If school materials or equipment are damaged, parents will be asked to pay for the cost of such damage.

5.2 Charges may be made for the materials or ingredients used in practical subjects, for instance technology subjects, providing the parent has indicated in advance the wish to have the final product. Alternatively, parents may supply the materials themselves.

6. Residential visits

If the school organises a residential visit in school time that is to provide education directly related to the National Curriculum, we do not make and charge for the education. However, we do make a charge to cover the costs of board and lodgings and for travel expenses.

7. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. These are charged for according to cost.

8. Out of Hours Clubs

Cayley Primary School is dedicated to providing as many extra-curricular activities for its students as possible. The majority of these will involve little or no cost, but full details can be accessed from the school office. Access and costing of these clubs will be reviewed regularly to ensure as many children as possible can access them.

9. Breakfast and Tea Time Club Fees

Breakfast and Tea Time Clubs are charged as follows;

- Breakfast Club - £2.00 per day
- Tea Time Club – one hour for £5.00; two hours for £7.50
- Breakfast and Tea Time Club for staff children will be charged at 50% of the above

10. Nursery

On occasion, if there are spaces available and parents are not eligible

for the additional free 15 hours they may still access a full time place by paying a top-up fee of £30.00 per session plus the £4.00 charge below.

Children with the 30-hour code are subject to paying £4.00 per hour to cover the additional hour, irrespective of whether they have a school lunch (08.30am to 11.30am/12.30pm to 3.30pm = 30 hours plus 11.30am to 12.30pm = 35 hours).