

**St Mary's Primary School, Timsbury**  
**Charging and Remissions Policy**



**Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

**The Law**

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in maintained schools. No charges may be made for education provided during the school day, whether on or off the premises.

A contribution may be required from parents who have indicated in advance a wish to own the finished product of any practical subject e.g. pottery, cakes.

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or Religious Education.

Charges may be made for other activities that happen outside school hours if parents agree to pay. It is up to the LA or governing body providing the activities to decide whether to make a charge.

Schools may seek voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours.

**Charges**

Charges will be levied for:

- Board and lodging on residential visits (not to exceed the costs).
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- Individual tuition in the playing of a musical instrument.
- Extra-curricular activities and school clubs.

**Remissions**

Children who are eligible free school meals shall be entitled to the remission of charges for board and lodging costs during residential school trips.

If there is a genuine case of family hardship which makes it difficult for a child to take part in a particular activity for which charges are made, parents/carers are encouraged to apply in confidence for remission of charges.

Authorisation of remission will be made by the Headteacher.

**Voluntary Contributions**

The school may invite voluntary contributions in support of nonessential activities, which serve to enrich the curriculum or operate as extra-curricular activities whether these take place inside or outside school hours. Only with such contributions can these aspects of the life of the school take place.

Requests for voluntary contributions will make it clear that the contribution is genuinely voluntary and a parent is under no obligation to pay.

Children will not be treated differently according to whether or not their parents have made any contribution in response to a request.

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

If the School does not receive enough voluntary contributions to cover the cost of the trip, the trip may have to be cancelled.

Voluntary contributions are also invited in support of transport costs for Swimming Lessons.

Last Reviewed: May 2017

First Review: April 2019

Next Review:

Signed: ..... Date .....