



Beverley Minster
C.E. Primary School

Charging and Remission Policy

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Related Documents: <https://www.gov.uk/government/publications/charging-for-school-activities>

Contents

Section	Description	Page
1.	Aims	3
2.	Curriculum Activities	3
3.	Non-Curricular Activities	5
4.	Statutory Remission	6
Appendix 1.	Extract from The Education Act 1996 - The charging of school activities	7
Appendix 2.	Key	8

1. Aims

In conformity with the requirements of the Education Reform Act 1996, it is the policy of the Governing Body:

- To make a broad programme of activities and trips accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have their access to the curriculum limited by charges

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non Curriculum activities. Curriculum costs will be kept to a minimum.

2. Curriculum trip and activities

School visit (non-residential) in school time. Voluntary contributions may be requested for trips and activities which take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements. Pupils who are entitled to free school meals may pick up a packed lunch from the school before setting out on the trip.

School visits (residential) the cost of trips and visits that take place mainly out of school hours are to be met by pupils and parents or carers, and this includes board, lodging and travel costs, subject to statutory exceptions. Those families who are registered as eligible to a free school meal and are identified as 'pupil premium' will be exempt from all charges.

General Lesson Costs

To levy a charge in respect of practical subjects, for full or partial cost of materials and ingredients E.g, in practical subjects such as Design, Food and Textiles Technology.

Books and Equipment

At present should a book be lost or item is damaged, the responsibility is with the pupils and parent/carer to replace. Missing/damage items will be charged for in full.

School meal payments

Payments need to be made in advance of taking lunches. Where an outstanding debt reaches a reasonable amount, a reminder letter will be sent to settle the account. Should you have any difficulties in paying, please contact the school and this will be handled confidentially and each case will be considered on an individual basis.

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3. Private Copying

The school makes charges for personal photocopying and printing:

A4 white single sided 5p	A4 coloured single sided 30p
A4 white double sided 7p	A4 coloured double sided 40p
A3 white single sided 10p	A3 coloured single sided 50p
A3 white double sided 14p	A3 coloured double sided 70p

The school makes additional charges for different paper types:

A4 coloured paper 2p OHP's 40p
A4 coloured card 4p Binding 40p
Laminating – per sheet 20p

These costs all include VAT at the current rate. Income raised from this is used to reimburse the relevant expenditure account.

School Property

To charge parents for damages to or loss of school property caused wilfully or neglectfully by their children. Damage to school property will be charged as follows:

- No charge made for accidental damage
- 50% of cost of repair or replacement will be charged where a pupil has caused damage to school property in an accident caused by a transgression against school rules
- 100% of cost of repair or replacement will be charged where the damage to school property is wilful and deliberate

Private Lettings

To charge for private lettings using the scale of charges as set out by the School, to include VAT where appropriate. Discretion can be allowed at School's discretion.

Electric charging

The majority of our schools now have electric charging points. In order to use these accounts you will need to set up an account with the electric charging software provider at that school. The charge for using the service will be the cost to the school of purchasing the electric plus any fee that the charging facility provider may charge. The Trust does not intend to make any profit on this service.

4. Statutory Remission

Statutory remission is given to those parents who are in receipt of either:-

- Income Support
- Income Based Job Seekers Allowance
- Support under Part vi of the Immigration and Asylum Act 1999
- Child Tax Credit
- Universal Credit (subject to further income testing)
- Guarantee element of State Pension Credit

In cases where charges are to be levied, parents will be advised in advance and any monies collected prior to the activity. Requests for statutory remission should be made to the Headteacher and complete confidence will be observed in every case.

The Charging and Remissions Policy will be reviewed at regular intervals and charges may be adjusted as a result of that review.

Appendix 1

THE EDUCATION ACT 1996 THE CHARGING FOR SCHOOL ACTIVITIES

STATEMENT: Under section 449-462 of the Education Act 1996 it sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities. School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum¹, 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school². Schools and local

authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision³;
- community facilities⁴.

Optional extras

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:

- a) education provided outside of school time that is not part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) 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, after- school clubs, tea 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 in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- 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/carers 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/carers choice and a willingness to meet the charges. Parental/carers agreement is therefore a necessary pre- requisite for the provision of an optional extra where charges will be made.

¹ *It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).*

² *However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents/carers.*

Appendix 2 – Key

KS3 – Key stage 3 (years 7-9)

KS4 – Key stage 4 (years 10-11)

KS5 – Key stage 5 (years 12-13)

NC - National Curriculum

SLT - Senior Leadership Team

SEN - Special Educational Needs

Alps - Key Stage 5 data and target setting package

AS - Advanced Subsidiary (qualification)

HOH - Head of House

AFL -Assessment for Learning

DFE – Department for Education

JCQ – Joint Council for Qualifications

LA – Local authority

ERYC – East Riding of Yorkshire Council