



**Beverley Minster**  
C.E. Primary School

## Charging and Remissions Policy

<b>Effective Date:</b>	Spring 2023
<b>Date Reviewed:</b>	10th March 2023
<b>Date Due for Review:</b>	Spring 2025
<b>Contact Officer:</b>	Headteacher

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This policy accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

The Education Reform Act 1988 introduced regulations on charging for school activities and states the objectives of a schools charging policy should be as follows:

- a. To continue the right of free school education.
- b. To establish that activities taking place wholly or mainly during normal teaching time to be available to all pupils regardless of their parents' ability or willingness to pay.
- c. To emphasise that there is no requirement to charge but to give schools the discretion to charge for optional extras wholly or mainly out of school hours.
- d. To invite voluntary contributions in support of any activity arranged by the school.

### **When may charges be made?**

The basic principle behind the Act is that education provided wholly or mainly during school hours should be free of charge. There are exceptions to this rule:

- a. Parents will be charged for school lunches unless they are entitled to a free meal.
- b. Parents may be charged for ingredients or materials in practical subjects.
- c. Parents may be charged for individual instrumental music tuition (unless it is part of a pre-scribed examination or the National Curriculum).
- d. Parents may be charged for board and lodgings as part of a residential activity (inside or outside school hours).
- e. Optional extras which are:-
  - i) 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
- ii) 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.
- iii) After school club activities where a non-member of staff runs the activity.

In all of the cases mentioned above we may make a direct charge or levy on the parents which will not exceed the actual cost of providing the optional extra activity. There will be no subsidy included in the charge to parents for those children whose parents are unwilling or unable to pay the full charge.

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 prerequisite for the provision of an optional extra where charges will be made.

**Voluntary contributions may come about in three ways:-**

- a. By inviting specific contributions for each particular activity as it takes place.
- b. By inviting a general contribution for a range of activities notified to parents at the beginning of each term or year.
- c. By receiving contributions from the PTFA on an annual basis and using these to subsidise activities.

If we invite contribution in the first two categories we will notify parents before the activity takes place and inform them that the contribution is voluntary and that there is no legal obligation to pay. However, parents should be aware that if there are insufficient voluntary contributions trips will be unable to run.

Parents in receipt of Income Support, Income Based Jobseekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the threshold for that year are eligible for consideration of financial support.

If school property, including books, is wilfully damaged or lost through negligence, parents may be asked to pay the cost of repair or replacement.

If you require copies of any information we hold on your child or any school policies a charge will be made to cover the administration costs. Current rates and charges are available in the office.