Lanchester E.P. (Cont.) Primary School

A Caring Community
Where All Can
Flourish

Charging and Remissions Policy

'Through God's love, we are the rich soil where roots grow and seeds flourish'

Luke 8: 4-15

Approved by:	Jane Davis and The Governing Body	**Date:**	September 2025
Last reviewed on:	September 2026		
Next review due by:	September 2027		

Introduction

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement:

The policy complies with the requirements of the Education Act 1996. Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation – Educational During School Hours

The DfE in its guidance to School Governors states that "education provided during school hours must be free". The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)"

When additional costs are incurred by Lanchester E.P. Primary School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Education Outside School Hours

The DfE in its guidance to School Governors states that "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". No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as "optional extras".

Remissions

To ensure that access to activities reflects intentions, Lanchester E.P. Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Data Protection of pupils and families.

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

Contributions

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.
If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.
If sufficient contributions are not received the activity may be cancelled.
Charges:
The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e.

residentials)

- After school and pre-school clubs

- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.

- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.

- Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.

- Damage to school books (Reading scheme)

After School Activities

- Lanchester EP Primary School recognises the positive impact it has to allow children to take part in a range of extra-curricular activities. The Governing Body believes that it is important that children are not excluded from experiencing a range of opportunities due to circumstances beyond their control. Lanchester EP Primary School Offer a range of extra-curricular activities throughout the academic year at no cost to all children.
- In case of oversubscription to clubs, children who are entitled to Pupil Premium are given priority.

Breakages and Damage to School Buildings, Furniture or Property

- Parents may be charged for damage caused as a result of a pupil's behaviour.

Breakfast Club

- The Governing Body recognises the importance of breakfast in setting children up for the day ahead. Lanchester EP Primary School believes that all children should attend school on time, and should have a decent breakfast to set them up for the school day. Therefore, Lanchester EP Primary school will provide Breakfast Club free of charge for those children who are entitled to Free School Meals.

Individual Music Tuition

- Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.
- The Governing Body recognise that all children should get the opportunity to play a musical instrument & to have individual tuition, regardless of their circumstances. Therefore the Governing Body has decided that any child who is entitled to Pupil Premium will receive music tuition subsidised by the school, should they want lessons.

This is communicated to all parents, and parents should contact the school if they would like to take advantage of this.

Ingredients or Materials for Practical Subjects

- Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

Lost School Equipment, Books etc

- Parents may be expected to replace or pay for the cost of lost items of School property.

Photocopying

- Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at ***10p per sheet and 20p for any colour printing.***

Private fees

- Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information, as well as photocopying charges (not less than 10p per sheet) and postage.

Residential Activities

- The DfE in its guidance to School Governors states that "For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. "
- However, charges will be made for board and lodging in these circumstances and pupils who are receiving Income Support or Family Credit may be entitled to a reduction in these charges . The Head Teacher will tell all parents of the right to claim free activities if they are in receipt of these benefits. A voluntary contribution will be requested by the school for such activities.

(Lanchester E.P. Primary School will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 – 111,117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for School Activities).

School Milk Scheme

- Free Milk is provided to children under the age of 5 at Lanchester EP Primary School. Milk for under-fives is fully subsidised by the Department of Health under the Nursery Milk Scheme. This scheme enables children under 5 to receive, free of charge, a thirdpint (189ml) portion of milk for each day they attend approved day care facilities for 2 hours or more.

- If parents would like their child to receive milk in school after they turn 5, they can sign up for this via our Milk scheme supplier, Cool Milk. Milk for over-fives is partially subsidised by the European Union and the Department for Environment Food & Rural Affairs (Defra). The total subsidy is approximately 3.5p per 189ml portion, depending on the Euro: Sterling exchange rate. The basic principle of the over-five scheme is the same as for the under-five scheme - claims are limited to one portion of milk per child per day.
- In addition to this, all children aged between 5 and 18 who are eligible for free school meals (where the school claims a Pupil Premium) must be offered free milk. Schools may use the dedicated schools grant to fund the provision of milk for eligible pupils. This is communicated to all our parents and they are encouraged to get in touch with the School Office if they would like to take advantage of this.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.