



Kimberworth Community Primary School

Charges and Remissions Policy 2023/24

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits can make towards a pupil's education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included on the school's website.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

Where appropriate the use of pupil premium can be used to fund educational activities.

Voluntary Contributions:

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used.

Requests for a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided out of school hours if this forms part of the syllabus for a public exam, or as part of the national curriculum or religious education (non-chargeable education). A charge may be made however for board and lodging on any residential educational visit.

1. Early Education funding/Delivery

Parents can take up their free early education entitlement by applying for a place in our Foundation Unit through the school. We provide optional extended sessions for parents to take up should they wish their child to stay for a school lunch or an additional session.

The prices of these are as follows:

School Lunch £2.35 until 15th April then £2.50

Additional Afternoon Session: £12.00

2. Day care

The school offers places to 2 year old children through its day care setting. Funding is available (15 hours for 38 weeks) and this should be applied for via Childcare choices through the government website.

The school also provides optional additional sessions for 2 and 3 year olds. The prices are these are as follows:

Additional half day session: £12.00

3. Breakfast and After school club provision

The school provides a breakfast and after school club that children can access should parents require this. The prices of these sessions are as follows:

Breakfast Club per day: £3.00

After School Club per day £9.00

4. Materials and Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects additional revision guides are available, for which a charge may be made.

5. Music Tuition

The school levies charges in respect of individual music tuition and group music tuition if the teaching is not an essential part of either the national curriculum or a public examination syllabus being followed by the pupil.

6. Residential Activities/Activities Outside of School Hours

If the activity is held outside school hours and is education other than non-chargeable education then it is regarded as an 'optional extra'. A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

When is an activity held in school hours?

- **A day visit** is in school hours if 50% or more of the total time (including travelling) occurs in school hours. As mentioned above school hours do not include the normal midday break.
- **A Residential Visit** is in school hours if the number of sessions missed is 50% or more than the number of half days spent on the visit (including travel).

A school session equates to a registration session (i.e. 2 per day).

A half day is a 12 hour period ending at midday or midnight.

7. Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the head teacher may decide.

8. Lettings

The school will make its facilities available to outside users at a charge which is determined by Engie. Please see the Engie lettings policy available on the school website.

The Governing Body will allow different community groups to use the school premises as part of its letting policy. The charges levied are set by Engie.

Lettings cannot be subsidised from the School Budget. The School Business Manager will administer the system in accordance with the LA regulations. The School Business Manager will administer the system by issuing invoices and receipts.

9. Other Charges

The Head teacher, finance, premises and community Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted report.

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.

Remissions Policy

Where non-chargeable education is provided during a school visit parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS)
- Income Based jobseekers Allowance (IBJSA)
- 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 £16,105.00
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27th October 2008