CHARGING AND REMISSIONS POLICY

Policy reviewed: May 2015/July 2016/October 2017/October 2018/October 2019/October 2021/March 2022/Feb 2023/Jan 2024/Feb 2025/Jan 2026

Review Date: February 2027

Introduction

This policy has been formulated in accordance with Authority's guidance on Charging for School Activities.

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.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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 Curriculum, 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;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip.

Publication of Information

A copy of this policy is available on the school website which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

The Governors reserve the right to make a charge for the following:

(a) Board and lodging on residential visits (not to exceed the costs)
(b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
    (i) Travel
    (ii) Materials and equipment
    (iii) Non-teaching staff costs
    (iv) Entrance fees
    (v) Insurance costs
(c) Individual tuition in the playing of a musical instrument
(d) Re-sits for public examinations where no further preparation has been provided by the school
(e) Costs of non-prescribed examinations where no further preparation has been provided by the school
(f) Any other education, transport or examination fee unless charges are specifically prohibited
(g) Breakages and replacements as a result of; damages caused wilfully or negligently by pupils or losses. This includes lost books.
(h) Extra-curricular activities and school clubs.

The school operates a healthy snack café within classes and a stationary shop run by the school council. Appropriate charges are applied on a per item basis.

Other items the school charges for:

- Book Bags
- Ties
- Respect Badges
- Lost Books

Training and Education Centre / Training Provision

The school will charge for the room hire of the Training and Education Centre to external organisations. Room hire charges will cover the running costs of the centre and additional charges will be made for catering if applicable.

The school will charge for the provision of training courses to cover the costs of facilitation and room hire.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

CURRENT FSM CRITERIA (2025/26)

Parents may claim FSM if receiving:

- Income Support (IS)
- Income-based Jobseeker's Allowance (IBJSA)
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (not eligible for Working Tax Credit, income < £16,190)
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on (4 weeks)
- Universal Credit with net earned income < £7,400 per year (£616.67/month)

Additionally: parent must receive Child Benefit for the child.

NEW FSM CRITERIA FROM SEPTEMBER 2026

- ALL families receiving Universal Credit will qualify for FSM, regardless of income.
- Applies to all children up to age 18.
- Expected expansion: 500,000 additional eligible children.
- Transitional protections continue until end of 2025/26.

There are also cases where the parent or guardian whose children may be eligible for free school meals is not on Housing Benefit/Council Tax Reduction, i.e. where they are not the householder. This is generally the case where the pupils' parent or guardian lives in another household.

Universal Free School Meals
Infant free school meals in England
Your child will be able to get free school meals if they're in a government-funded school and in:

- reception class
- year 1
- year 2

Voluntary Contributions
The Parents are invited to make an annual voluntary contribution of **£15** for the provision of:

- Educational visits - entrance fees and transport,
- Specialist workshops or performances from outside agencies taking place at the school that are a paid for from school budget.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear to parents:

a) That the contribution is genuinely voluntary and a parent is under no obligation to pay;
b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request; and

c) If the costs become unmanageable for the school then visits/workshops may need to be cancelled.

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

Example Letters

An example of a letter inviting voluntary contributions can be found in appendix 1.

An example of a letter for the Castleshaw residential can be found in appendix 2.

Appendix 1:

Example of voluntary contributions letter

Dear Parents/Carers,

One of the key aims of Burnley Brow is to offer our children as many first-hand experiences as we can. We believe that for deep learning to take place children need access to many different experiences. We do this by going on trips and inviting guests into school to inspire and extend learning for children.

We ask for a contribution of £15.00 for each child to enable us to offer as many trips and experiences as we do. School pays at least 80% of the annual cost for 'extended learning'. Because we believe this is valuable for our children we will continue to do this as long as we regard this as a priority from our budget.

The residential for Year 6 is not included and parents will be asked to contribute to this separately. If you are experiencing hardship with regards to this, please contact the school office.

If you cannot contribute we will continue to prioritise extended learning for all our children, however if this becomes unmanageable for the school, then trips and extended learning experiences may have to be cancelled.

I would like to thank all the parents who support us with our efforts to provide our children with exciting and valuable learning opportunities.

Yours sincerely,

Mrs. H. Atkinson-Smith
Headteacher

Appendix 2:

Example of Castleshaw residential letter

Dear Parents,

The Year 6 children have been given the chance to spend a day and a night at the Castleshaw Centre in Delph, Saddleworth.

This is a fantastic opportunity for your child to participate in a range of exciting, educational outdoor pursuits, arranged by a team of experienced and qualified staff. The visits offer practical experiences of the outdoors. The children will be split into 2 groups, each staying at the centre for one day and **one night. (Dates and class)**.

If your child has a school dinner, a school packed lunch will be supplied to them. Children who bring a lunch from home will need to bring their own packed lunch on that day. The day your child returns to school they will be given a school lunch this costs **(Price)** and will need to be paid for separately. If your child normally has a school dinner, this will be supplied for them, alternatively you can bring a packed lunch into school for your child. (Please do this before 10am on the day your child returns).

If your child requires any medicine during their visit, please speak to your child's class teacher in advance so that a plans can be made for the dispensing of these. Any child who turns up with medicines without notice might not be able to attend.

Your child may bring up to £5 to spend in Delph and at the Castleshaw shop. Please do not send your child with any crisps, drinks or sweets in their case as the children will not be allowed these. These will be confiscated and returned to them at the end of the day they return back to school.

In the evenings, the children will either play outside in the Castleshaw grounds or they will watch a DVD. Some DVDs may be a PG, and these will be watched in advance to ensure they are appropriate to watch. Teachers from Burnley Brow will accompany the children and stay with them at all times. **This is a fantastic opportunity for your child. The cost of the trip will be (Price)**

Please complete the attached forms and return to school as soon as possible. The consent form will secure a place for your child. You will need to pay for the trip as soon as possible. If you have any questions, please come into school to see us.

Yours sincerely,

Year 6 Teachers

My child _____ will/will not be able to attend the residential visit to The Castleshaw Centre.

- I need to make an appointment to meet with my child's class teacher regarding medicines.

Signed_____ Parent/Carer Date:_____