

**Frogwell Primary School**

*Safe and Happy – Supportive – Respectful – Aspirational - Inclusive*

**Charging and Remissions Policy**

**Date of Policy:** Term 1- 2025

**Review Date:** Term 1- 2026

**Governor Responsibility:** Full Governing Body

**Governor Lead:** Nigel Linacre

**Nominated Lead Member of Staff:** Imogen Woods

**Status & Review Cycle:** Statutory Annual

## 1. Introduction

The Governing Body of Frogwell Primary School recognises that, in order to provide a broad and balanced curriculum, a range of additional activities such as trips and clubs should be encouraged as valuable experiences for pupils.

This policy sets out the principles and circumstances under which charges and remissions will be applied. It is based on the provisions of Sections 449–462 of the **Education Act 1996**, which confirm that education provided during school hours must generally be free of charge.

## 2. Aims

- To ensure clarity for parents and carers regarding which activities are provided free of charge and which may be subject to charging.
- To make clear the distinction between voluntary contributions and compulsory charges.
- To set out the circumstances under which remissions or exemptions will apply.

## 3. Activities for Which the School May Charge

The Governing Body may make charges for:

- **Materials and equipment** where parents wish their child to own the finished product (e.g., cooking ingredients, Design and Technology items).
- **Optional extras**, including:
  - Education provided outside of school hours which is not part of the National Curriculum or religious education.
  - Transport not required to take the pupil to school or other premises where education is arranged by the Governing Body or Local Authority.
  - Board and lodging for pupils on residential visits.
- **Music and vocal tuition**, in certain circumstances (see Section 9).

When calculating the cost of optional extras, the Governing Body may include:

- Materials, books, instruments, or equipment;
- Non-teaching staff costs;
- Teaching staff engaged specifically to provide the optional extra, including supply teachers;
- Proportionate costs of teaching staff providing optional music tuition.

Charges will not exceed the actual cost of the activity and will not include subsidies for other pupils.

#### **4. Activities for Which the School Cannot Charge**

The Governing Body cannot charge for:

- Education provided during school hours (including all materials, books, and equipment).
- Education provided outside school hours if it forms part of the National Curriculum, a prescribed public examination syllabus, or religious education.
- Tuition for playing a musical instrument if required as part of the National Curriculum, a prescribed examination syllabus, or religious education.
- Transport required by the Local Authority, or transport connected with meeting examination requirements or educational visits.
- Supply teachers covering staff who accompany pupils on residential visits.

#### **5. Residential Visits**

The Governing Body cannot charge for:

- Education provided on visits taking place during school hours.
- Education provided on visits outside school hours if the activity is part of the National Curriculum, a prescribed examination syllabus, or religious education.
- Supply teachers covering staff accompanying pupils on residential visits.

The Governing Body may charge for:

- Board and lodging, provided the charge does not exceed the actual cost.

#### **Refunds**

- Refunds for residential visits will not be processed within 30 days of the trip taking place. This is due to contractual commitments with external providers. Parents should carefully consider this before confirming their child's place and making payment.

(See **Appendix 1** for further definitions relating to residential visits.)

#### **6. Voluntary Contributions**

Parents may be invited to make voluntary contributions towards the cost of activities. The Governing Body and Head Teacher will make clear that:

- Contributions are voluntary, and there is no obligation to contribute.
- Pupils will not be treated differently according to whether or not parents have contributed.
- The activity may be cancelled if insufficient contributions are received and the shortfall cannot be met by the school.

Records of contributions will be kept confidential until the activity is completed, after which they will be securely destroyed.

No pupil will be excluded from an activity solely because parents are unable or unwilling to contribute.

## **7. Exemptions**

Parents who are in receipt of the following benefits will be exempt from charges, although voluntary contributions will still be welcomed:

- Income Support (IS).
- Income-Based Jobseeker's Allowance (IBJSA).
- Support under Part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit (where Working Tax Credit is not received and household income does not exceed £16,190).
- The Guarantee Element of State Pension Credit.
- Working Tax Credit run-on (paid for four weeks after eligibility ends).
- Universal Credit, where annual net earned income does not exceed £7,400 (£616.67 per month).

## **8. Remissions**

In cases of financial hardship, parents may apply in confidence for a remission of charges, in part or in full (see **Appendix 2** for application form).

Applications will be authorised by the Head Teacher, with the Chair of Governors informed retrospectively.

## **9. Music Tuition**

Although education provided during school hours must generally be free, charges may be made for:

- Individual or group tuition (of any size, provided the grouping is based on sound educational principles) in playing a musical instrument or singing.

Charges may only be applied where:

- The tuition is not an essential part of the National Curriculum.
- The tuition is not required as part of a prescribed public examination syllabus.
- The tuition is not part of the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### **Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

#### **Example 1: Visit during school hours**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

#### **Example 2: Visit outside school hours**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

**Frogwell Primary School – Payment subsidy application**

This form should be used to make applications to Frogwell Primary School for subsidy towards school trips and visits.

<b>Name of child</b>	
<b>Year Group</b>	
<b>Date of Birth</b>	
<b>Class</b>	

<b>Please specify event/activity you wish to be subsidised.</b>	
<b>Please specify the amount you wish to be subsidised.</b>	<b>£</b>
<b>Reason for application (please give as much detail as possible).</b>	
<b>Signed .....</b>	<b>Print Name.....</b>
<b>Date.....</b>	

For Office use only

<b>Application approved</b>	Yes	No	Signed..... Date..... (Head Teacher)
<b>Funding granted (amount granted)</b>	£		Signed..... Date..... (Supporting Officer)