



Donington on Bain Primary School

Charging and Remission Policy

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Governor committee responsible:	Full Governing Body
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Donington on Bain Primary School Charging and Remission Policy

Donington on Bain Primary School staff and governors wish to ensure that, wherever possible, activities are accessible to all pupils, regardless of their parents' ability or willingness to meet any cost that pertains to those activities. Throughout this policy, as with all school policies, 'parent' is taken to refer to any guardian of the child. We recognise, however, that certain types of activities cannot take place unless parents are prepared to contribute towards the cost.

The following activities commonly take place at school:

1. Residential educational visits.
2. Curriculum Day visits
3. Visiting artists
4. Swimming
5. Hot meals
6. Music Tuition
7. Extra-curricular activities
8. Cookery
9. Cuckoo Club
10. Breakages
11. Sale of School Property
12. Lettings

Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

1. Residential Visits

A charge will be made to cover the cost of board and lodging. Parents are invited to make a voluntary contribution to cover the cost of transport, entrance fees and other costs arising. Complete remission of board and lodging fees is made for children whose parents are in receipt of one of the benefits listed below. The cost of board and lodging for such pupils is paid from school funds.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance

- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

Further details can be found in the Lincolnshire County Council's School Administration Handbook

2. Curriculum Day Visits

Parents are invited to make a voluntary contribution towards the cost of these activities, which occur during the school day. Children will never be omitted from them on the grounds of their parent's inability or unwillingness to pay, but it is possible that, if insufficient contributions are forthcoming, the activity may not take place.

3. Visiting Artists

Parents are invited to make a voluntary contribution. Parents are informed well in advance of such events. Children will never be omitted from them on the grounds of their parent's inability or unwillingness to pay, but it is possible that, if insufficient contributions are forthcoming, the activity may not take place.

4. Swimming

Parents are invited to make a voluntary contribution towards the cost of swimming. The suggested amount is revised annually.

5. Hot Meals

Hot meals for children in Reception and KS1 are part funded by the Government through the Universal Infant Free School Meals. Key Stage Two children have the option of purchasing them to cover the expense of food costs, energy costs and staffing. Staff paid meals attract V.A.T. Children in KS2 in remission scheme are entitled to FSM.

Paid meals are paid for in advance. If a child is ill, and we are notified on the morning of the meal being served (or before) then the school will refund that meal as a credit against other meals.

6. Music Tuition

Children will be charged for individual instrumental musical tuition. The school charges the same amount it costs to employ the services of the County peripatetic music service. The school makes no profit from the provision of music tuition.

All parents whose children take instrument tuition are informed of a remission scheme. If parents are in receipt of certain types of benefit, County finances a proportion of the cost of tuition and the parents pay the remaining amount. (This amount is specified by County and is regularly reviewed.)

7. Extra-curricular Activities

When Extra Curricular activities take place outside of school hours, e.g. sport coaching; a charge may be made for this. If a child is eligible for free school meals, then the school will meet the cost of this. The school may make a nominal charge for extracurricular activities. This is to cover the expenses of running the club. If a child is eligible for free school meals, then the school will meet the need of this.

8. Cooking

On occasion, parents might be asked to make a small contribution towards the costs of cookery lessons at the school.

9. Cuckoo Club (before and after school club)

All sessions must be paid for in advance. Refunds will only be given with 24 hours' notice of cancellation.

10. Breakages

The cost of replacing or repairing damaged or lost equipment or books or of broken windows, may be charged to the parents of the child responsible.

11. Sale of School Property

It is at the Headteacher's discretion that unwanted items of school property will be locally advertised and sold for a reasonable donation to school funds. Any "write offs" or sales will be approved by the Governing Body.

12. Lettings

The school adopts the Lincolnshire County Council's procedures for lettings with the exception that the Governing Body will use discretion regarding charges for non-profit making community groups.