



CHARGING AND REMISSIONS POLICY FOR SHAKESPEARE PRIMARY SCHOOLS

To be reviewed: every 2 years

Written by LCC:

To go to: Finance & General Purposes Committee

Approved by Governors: 17th October 2024

Amended and Reviewed by CG: 15th October 2024

INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- instrumental and vocal tuition for children in care;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions. All requests to parents for voluntary contributions must make it quite clear that the contributions would be voluntary and that there is no obligation to make any contribution.

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.

All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to contribute.

Chargeable Activities

The school may recover the full costs of the following activities, but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:

- (a) part of the National Curriculum;
 - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
 - (c) part of religious education.
- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
 - board and lodgings on residential visits (subject to remission arrangements).
 - transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
 - cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
 - cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
 - provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by the parent/carers
 - day care facilities
 - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff;

Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Remissions Policy

There may be a remitted charge for board and lodgings for pupils who are eligible for Pupil Premium. This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal infant FSM). Current eligible benefits can be found on the DfE website.

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

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