

Little Kingshill Combined School

Charging and Remissions Policy



**Approved: March 2025
Next Review: January 2026**

Introduction

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

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.

Voluntary Contributions:

There is no limit to the level of voluntary contribution that may be asked for nor any restriction on the way in which it is used. However, if the activity cannot be funded without Voluntary Contributions, the Governing body or Head Teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it is likely to be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be. Voluntary contributions therefore can be used to subsidise parents of pupils who are unwilling or unable to pay the charges made and to pay the travel and accommodation costs of accompanying teachers or adults.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments into the school or maintenance funds. Schools should also ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions.

Letters requesting 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). Further more, no charge can be made for any education provided outside 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 lodgings on any residential educational visit (subject to the provisions of the LA and school's remissions policy).

1 Materials & 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. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

2. Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Education to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Guidance about these changes to the charging regulations can be viewed [here](#). Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

3. Residential Activities/Activities Outside 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.

4. Accredited Qualifications

A charge will be levied in respect of accredited qualifications for pupils where the school has not prepared the pupil for the examination.

A charge will be levied in respect of examination entries for pupils where

- the school has prepared the pupil for the examination and
- it considers that for educational reasons the pupil should not be entered and
- the pupil's parent/guardian wishes the pupil to be entered (or pupil him/herself when over 18 years old).

In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost.

A charge may be levied for pupils re-sitting an examination.

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

5. Damage/Loss to Property

A charge may 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 Headteacher may decide.

6. Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee and approved by the Governing Body. Full details can be found in the Lettings Policy.

7. Nursery Fees

The nursery will charge fees where applicable in accordance with the Nursery Fees Policy.

8. Other charges

The Headteacher, Finance 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.

Remissions Policy

Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings.

Under current regulations children whose parents receive the following support payments are eligible for free school meals (in addition to all children in Reception, Year 1 and Year 2):

- 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 you're 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2020 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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.

In cases of genuine hardship, the Little Kingshill Combined School Fund may consider financial assistance where families meet a set of criteria as detailed below.

For families who are in receipt of the allowances detailed above the School Fund will pay up to 50% of the full cost of an activity. The trustees of the School Fund will need to be satisfied that all other sources of funding have been exhausted prior to agreement of the funding.

The trustees of the Little Kingshill Combined School Fund will consider other hardship requests on a case by case basis.

Review

This charging and remissions policy will be reviewed annually to take account of changes to pay and conditions legislation and advice issued by Buckinghamshire Council.