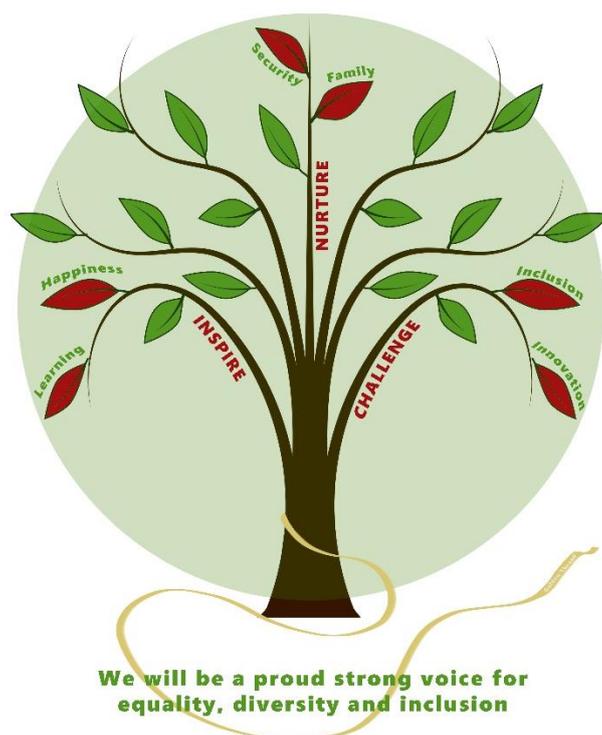


# Dormansland Primary School



## Charging & Remissions Policy 2025/26

Date adopted	Spring 2025	Next review due	Spring 2026
Review period	Annual	Status	Statutory
Written by	Louisa Blyde	Governor review by	Keith Coleman



# DORMANSLAND PRIMARY SCHOOL

## Charging & Remissions Policy

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### Introduction

This document is a statement of the aims, principles and strategies used for charging parents at Dormansland Primary School.

Sections 402, 450-458 and 460 of the Education Act 1996 set out the law on charging in all LEA maintained and foundation schools and seek to clarify the circumstances in which fees or charges can be levied by schools or the LEA in respect of education provided or any related activity. LEAs and governing bodies are required to draw up, and keep under review (annually), their own policies in respect of charges and remission arrangements.

This policy is based on the Surrey Model policy, and any revision of the Governing Body's Charging Policy will take account of the Authority's Policy, which is attached as Annexe 1 to this policy. The requirements of the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 will also be met. These are set out in Annexe 2.

### Status

Statutory

### Purpose

The purpose of the policy is to ensure that, during the school hours, all children have full and free access to a broad and balanced curriculum. School hours are defined as those hours when a school is actually in session and not including the break in the middle of the day.

### 1. Education provided during the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

### 2. Music Tuition

The main exception to the principle of free education, which the law allows is that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.

### 3. Voluntary contributions

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if the viability for the trip is dependent on voluntary contributions, parents will be informed of this from the outset.

#### **4. Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example After School club, extra-curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

#### **5. Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

#### **6. Residential Visits**

Charges will be made for board and lodging, except for pupils who meet the current free school meals eligibility criteria. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

#### **7. Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Voluntary donations or unofficial school funds may be used for support for cases of hardship.

Parents who would qualify for support are those who meet the free school meal eligibility criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

#### **8. Non-LA Fund (School Fund)**

At the start of the school year, parents are invited to make a voluntary donation of £60 to the school fund (non-LA fund) for each child. The school fund is used to help with the costs of materials for Friendship Day, Art & Science weeks and special events/performances.

#### **9. Damage or Loss to School Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or material), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## SURREY COUNTY COUNCIL CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES PROVIDED OR ARRANGED BY THE AUTHORITY

1. This policy statement has been drawn up in accordance with the requirements of Sections 402,450-458 and 460 of the Education Reform Act 1996. This policy is effective from 1 April 1989 when the charging provisions of the 1988 Act came into effect.
2. In this policy statement:
  - '1988 Act' refers to the Education Reform Act 1988;
  - 'prescribed public examination' refers to any examination which is listed in Regulations made by the Secretary of State for Education and Skills;
  - 'outside school hours' refers to the definition provided in Section 107 of the Education Reform Act 1988;
  - 'statutory duties relating to the National Curriculum' are those imposed by Section 10(2)(a) of the Education Reform Act 1988;
  - 'statutory duties relating to religious education' are those imposed by Section 10(1)(b) of the Education Reform Act 1988.
3. Sections 5-9 below set out the areas of activity for which charging is permissible under the 1988 Act, and the charging and remission policy of this Authority related to that activity.
4. It should be noted that where a charging and remissions policy less generous than that of the Authority is adopted by a governing body in respect of an activity provided by the school for which charging is permitted and provision for which is included in the school's budget share under the Local Management Scheme, the Authority will take account in its formula of the relevant proportion of the income accruing to the school for that activity.
5. **Board and lodging on residential visits**

### i. Charging

In the event of any residential visit being arranged directly by the Authority, it is the intention of this Authority normally to charge the actual cost of providing board and lodging to each participating pupil. It will be for each governing body to determine its charging policy in relation to board and lodging on residential trips organised at school or college level.

### ii. Remission

The Authority will observe the statutory requirement to remit any charges for board and lodging in the case of pupils whose parents are in receipt of income within the criteria of the Tax Credit Act 2002, where the activity is deemed to take place in school hours, or if it is out of hours but provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
- b) specifically to fulfil statutory duties relating to the National Curriculum; or
- c) specifically to fulfil statutory duties relating to religious education.

iii. The Authority reserves the right to remit some or all of the board and lodging costs of residential visits directly organised by the Authority in appropriate circumstances, for example when sponsorship or voluntary contributions enable a general reduction in charges. In such cases the criteria applied for remission will be made clear to parents and other interested parties and children will not be treated differently according to whether their parents have made a voluntary contribution.

## **6. Individual tuition in the playing of a musical instrument.**

Advice on the charges for individual tuition and small groups' tuition during and after the school day can be obtained from the Senior Music Manger at Surrey County Arts.

It is the present intention of the Authority to retain funding for music provision as a discretionary item within the scheme of financial delegation to schools. This decision will be subject to review. If delegation to individual schools were to take place in the future, it would be for each governing body operating a delegated budget to determine charging and remission policies for instrumental music tuition, bearing in mind section 4 above.

## **7. Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.**

### **i. Charging**

It is the intention of this Authority normally to charge for optional extra activities directly organised by the LEA. The basis for calculating the charge will be the proportionate cost where appropriate to each participating pupil for: travel costs; board and lodging; materials, books and equipment; entrance fees; insurance; non-teaching staff; staff who fall into the following categories:

- a) teaching staff engaged specifically by the LEA or governors for the purpose of providing the activity;
- b) teaching staff employed by the LEA or governors to provide individual instrumental music tuition; or
- c) teaching staff already employed by the LEA or governors who have been engaged on a separate contract for services to provide the optional extra.

### **ii. Remission**

The Authority reserves the right to remit some or all of the charges for optional extra activities where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases the criteria applied for remission will be made clear to parents and other interested parties but children will not be treated differently according to whether their parents have made a voluntary contribution.

## **8. Cost of entering a pupil for a public examination**

### **i. Charging**

- a) A charge will be made for examination entries for prescribed public examinations for which pupils have not been prepared by the school.
- b) A charge will be made for double entry, except in the exceptional circumstances set out in Section B6 of the Surrey County Council Schools Manual.
- c) A charge will be made in respect of examination entries for examinations, which do not appear in the Approved List, set out in Section B6 of the Surrey County Council Schools Manual.
- d) Entry fees paid or liable to be paid by the delegated budget will be recovered from parents when a pupil: - fails to complete course work; or - fails to attend examinations for other than duly certificated medical reasons and thereby fails to complete the examination requirements for a public examination. In each case the basis for calculating the charge will be the actual cost of the entry fee.

ii. Remission

No charge will be made for entries for examinations listed in the Approved List but which are not on the list of prescribed public examinations, subject to the conditions set out in the Surrey County Council Schools Manual.

In approved cases, no charge will be made for investigation of a particular examination result by the appropriate examination board(s).

**9. Work experience**

It is for each governing body to determine the extent to which parents should be asked to meet the cost of work experience travel costs where journeys are made direct from home, bearing in mind their arrangements for work experience, and the amount of funding provided by the LEA.

**THE EDUCATION (SCHOOL SESSIONS AND CHARGES AND REMISSIONS)  
(INFORMATION) (ENGLAND) REGULATIONS 1999**

1. The above Regulations came into force on 1 April 1999.
2. These Regulations impose obligations on headteachers, school governing bodies and local education authorities to make information available about school hours and charging and remissions policies as follows:
  - i. Information to be made available by headteachers (Regulations 3 and 6)

The headteacher is required to make available to parents and others details of the times at which each school session begins and ends, and of the school governing body's charging and remissions policies determined under section 110 of the Education Reform Act 1998. This information is to be available for inspection at all reasonable times on a school day and parents are entitled to a free copy of it (regulation 3).
  - ii. Information to be made available by Education Authorities (regulation 4)

Local education authorities are required to make available details of their charging and remissions policies –

    - a) For distribution without charge to parents on request, and for reference by parents and other persons:
      - at the offices of the relevant education authority, and
      - at every school maintained by the relevant education authority, and
    - b) For reference by parents and other persons at the public libraries in the area of that authority.
  - iii. Changes in Information (Regulation 5)

If any change takes place in the governors' charging or remissions policies after the school prospectus has been published but before the governors' report has been completed, they are required to provide details of the change with their report.
3. Regulation 6 of the 1989 Regulations amends the Education (School Information) Regulations 1981 in line with the above requirements.

**Reference:**

The Education (Pupil Registration) Regulations 2001 SI 2802  
The Law: Education Act 1996, section 402,450-458,460  
The Education (Schools & Further Education) Regulations 1989  
The Education (Prescribed Public Examinations) Regulations 1989