

# OWSLEBURY PRIMARY SCHOOL POLICY DOCUMENT



## NO. E30 – CHARGING AND REMISSIONS

### Review History

Date of Update	Reason for Update	Next Update
Summer 2017	Review by Resources Committee	Summer 2021
Autumn 2021	Reviewed and approved by FGB	Autumn 2025
Autumn 2025	Review and update in line with DfE Charging for School Activities (May 2018)	Autumn 2029

### 1) Introduction

Under the requirements of sections 449-462 of the Education Act 1996 the Governing Body has determined its policy for charging, and for remission of charges. The policy also reflects DfE Charging for School Activities (May 2018) and any updates from Hampshire County Council, if relevant.

### 2) Policy Framework

To clearly define the criteria for the payment structure of the following areas:

- Voluntary Contributions
- Residential Trips
- Music Tuition
- Public Examinations
- After school clubs
- Optional Extras (DfE term)
- Damage/ loss to school property
- Requests made under the Data Protection Act and Freedom of Information Act.

### 3) Voluntary Contributions

a) The Headteacher or Governing Body may invite parents to make a voluntary contribution towards the cost of:

- activities that take place during school hours
- additional resources or equipment
- enhancing school funds to support wider learning opportunities

b) All contributions are entirely voluntary. Pupils whose parents are unable or choose not to contribute will **not** be treated differently or excluded from the activity.

c) If a particular activity cannot go ahead without sufficient voluntary contributions, and the school is unable to cover the shortfall from other sources, the activity may have to be cancelled.

d) There is no expectation or obligation for parents to make a contribution, and the decision to contribute remains entirely a matter of parental choice. Letters requesting contributions will be clear that contributions are voluntary.

### 4) Residential Trips

a) The school may charge for the cost of board and lodging on residential school trips. The amount charged must not exceed the actual cost of providing this element of the visit.

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b) Where a residential visit takes place wholly or mainly during school hours, pupils whose parents or carers receive any of the following benefits are entitled to the remission of charges for board and lodging:

- Income Support (IS)
- Income-based Jobseeker's Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of Pension Credit
- Universal Credit (UC), provided the family's net earned income is below the threshold set by the Department for Education for free school meal eligibility
- Child Tax Credit (CTC), provided the parent is not entitled to Working Tax Credit and meets the HMRC income criteria for free school meals

c) The same entitlement to remission applies to residential visits that take place outside school hours when the visit is required as part of the National Curriculum, forms part of a syllabus for a prescribed public examination for which the pupil is being prepared at school, or is part of religious education.

## 5) Music Tuition

a) All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons.

## 6) Public Examinations

a) The school does not charge for entering pupils for public examinations that are prescribed in regulations and for which the school has prepared the pupil. However, an examination entry fee may be charged in the following circumstances:

- the examination is prescribed, but the pupil has *not* been prepared for it at the school
- the examination is *not* prescribed, but the school agrees to enter the pupil
- a pupil, without good reason, fails to complete the requirements of any examination for which the school or Local Authority has paid, or agreed to pay, the entry fee

b) The school may charge for tuition, preparation, or any associated costs where a pupil is prepared for an examination outside school hours and the examination is not prescribed in regulations.

## 7) Requests Under the Freedom of Information Act and Data Protection Legislation

a) The school is committed to making information available proactively and at minimum inconvenience and cost. Any charges for routinely published material will be transparent, reasonable, and kept to a minimum.

b) Information published on the school's website is provided free of charge.

c) Charges may be applied where a statutory charging framework exists, including for information covered by a charging regime set by Parliament.

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d) The school may charge for actual disbursements incurred in providing information, such as:

- photocopying and printing
- postage and packaging
- costs directly associated with making information available for inspection

e) Where information is provided under the Freedom of Information Act, charges will only be applied where legally permitted and in accordance with the school's published schedule of fees.

f) Requests made under UK GDPR and the Data Protection Act 2018—such as Subject Access Requests—will normally be provided free of charge. A fee may be charged only where a request is manifestly unfounded or excessive, or for the provision of additional copies, in line with ICO guidance.

g) If a charge applies, the school will confirm the amount payable before the information is supplied. Payment may be required in advance of the information being released.

## **8) Optional Extras**

a) The school may charge for optional extras, provided parents or carers agree in advance to their child's participation. Optional extras include activities or services that take place wholly or mainly outside school hours and are not part of the National Curriculum, a prescribed examination syllabus, or religious education.

b) Optional extras may include:

- after-school clubs or enrichment activities
- late collection or wraparound care fees
- privately arranged tuition or coaching
- transport provided outside school hours that is not required to fulfil statutory duties
- board and lodging for residential visits that are not part of the National Curriculum

c) Charges for optional extras will be based on the actual cost of providing the activity or service, divided equally by the number of pupils participating. The school will not subsidise optional extras from public funds.

## **9) Breakages and Losses**

a) The school may seek to recover from parents or carers the cost of repairing or replacing school property where damage or loss has been caused wilfully or through negligence.

b) This may include, but is not limited to:

- damage to buildings, equipment or furniture
- loss or damage to books, devices or learning materials issued to pupils

c) Such charges will reflect the actual cost to the school and will not exceed the value of the item or repair required.

**End Policy**