

Charging and Remissions Policy



Review date: September 2025

Purpose

This is a statutory policy which sets out Roscoe Primary School's obligations in relation to charging and remissions. It details the type of activity our school can charge for. It explains when and how the charges will be applied and who might qualify for help with the cost. The policy also details any exemptions which can be applied to the charges.

Introduction

At Roscoe, we recognise the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards children's personal and social development. Roscoe aims to promote and provide activities both as part of a broad and balanced curriculum for our children and as additional optional enrichment experiences e.g. Residential trips. While wishing to promote and provide as broad a range of activities as possible for the benefit of all children, Roscoe reserves the right to make a charge for certain activities organised by the schools from time to time.

Scope

This policy applies to schools and should be also be read by parents/carers.

Legislation and regulation

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Academies Act 2010
- Children Act 1989
- DfE (2018) 'Charging for school activities'
- ESFA (2024) 'Academy trust handbook 2024'.
- DfE (2024) 'Academy trust governance guide'
- DfE (2024) 'What academies and further education colleges must or should publish online'
- Education Act 1996
- Freedom of Information Act 2000
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- The Trust's Funding Agreement

Charging

Optional Extras can include:

- education provided outside of school time not part of the curriculum, part of religious education or in preparation for a public examination a student is being prepared for by the school;
- transport that is not taking a student to the school;
- board and lodging on a residential visit; extended day services such as after school clubs.

The school endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost. Parent/carers consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity,

its cost and the number of participants. This charge will not exceed the total cost of providing the activity. Where such an activity is provided to fulfil any requirements specified on our curriculum offer, then it is not regarded as an 'optional extra' and only board and lodging charges will be made.

Charging for residential activities

If the activity is during school hours, charges will be made for the board and lodging element of such activities.

Parents/carers will be notified in advance of any such activities and their estimated cost and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the total cost of providing the trip for each student.

All such charges will be made in line with government guidelines and will take into account the circumstances of parents.

The school reserves the right to cancel trips if they become economically unviable. Adequate notice will be given to notify parents of such decisions.

Music Tuition

Music tuition is available for a variety of instruments, and fees are charged based on the duration of lessons and the instrument selected.

The charges for music tuition are reviewed regularly.

A full breakdown of the tuition fees will be provided at the time of registration, and parents/carers will be required to sign up for lessons through the school's music service.

Community Users

The school may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs.

General

Roscoe may from time to time amend the categories of activity for which a charge may be made, within the confines of the legislation. Nothing in this policy statement precludes Roscoe from inviting parents/carers to make a voluntary contribution towards the cost of providing education for children.

Damaged or lost items

Roscoe may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Remissions

Parents/carers providing proof of being in receipt of one of the following may be given remission support for chargeable activities:

- 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 Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Chargeable activities include:

- The cost of board and lodging on residential visits which are covered by the following criteria:
 - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002
- A proportion of the costs associated with individual tuition of the playing of a musical instrument, whether in or out of school hours.

No charge may be made for individual music tuition provided in school hours in respect of a student who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989).

Income generation

In line with the ESFA's ATH, the school will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

Responsibilities

The following responsibilities apply in relation to this policy:

- Board of Trustees – has overall responsibility of the application for this policy
- Chief Executive – had responsibility for approval of this policy
- Chief Financial Officer – has the responsibility to ensure the policy is legally compliant and tailored to Northern Schools Trusts circumstances
- Principals – have responsibility to ensure the policy is applied correctly in their school
- Teachers – have responsibility to understand the policy and explain its application to parents/carers as appropriate.