



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



Charging and Remissions Policy

Vision

We fully embrace the vision stated in the Church of England's Vision for Education 'Deeply Christian Serving the Common Good' published in July 2016 of educating the whole person. We aim for our children and members of the wider school community to flourish in all they do and '**live life in all its fullness**'. (John 10:10)

Values

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

Reviewed: Summer 2024

Next Review: Summer 2025

Introduction

This document is a statement of the aims, principles and strategies used for charging parents, carers, and external visitors at Nutfield Church (C of E) Primary School.

Nutfield Church Primary School aims to have robust, clear processes in place for charging and remissions and clearly set out the types of activity that can be charged for and when charges will be made. The school aims to offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

This policy is based on advice from the [Department for Education on Charging for school activities](#) and [Chapter III of the Education Act 1996 Sections 449-462](#) which sets out the law on charging for school activities in maintained schools in England. It is also based on guidance from the Department for Education on statutory policies for schools and academy trusts.

Status

Statutory

Purpose

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum to enable every pupil to achieve their full potential through a wide range of activities.

The school day is defined as: 8.45 am to 3.15 pm, excluding the school lunch break

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Relationship to other school policies

The policy complements the school's Equality Policy, Quality of Education Policy and SEN and Inclusion Policy.

Roles and responsibilities of Headteacher, other staff, governors

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual Governor or the Headteacher. The Governing Body has delegated responsibility for approving the Charging and Remissions Policy to the Headteacher.

The Headteacher will ensure that the following applies:

During the school day

Admission applications and all activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, books, instruments, equipment and transport to take pupils between the school and the activity.

Nutfield Church Primary School can charge for any materials, books, instruments or equipment where the child's parents wishes him or her to own them. We can also charge for vocal or instrumental tuition for an individual pupil or a group. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

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, visitors to school who provide a service/workshop to enrich the curriculum and educational experiences of the children. The school is able to ask for voluntary contributions from parents to fund these activities during school hours which would not otherwise be possible. There is no obligation for parents to make any contribution, and no child will be excluded from any activity if their parents are unwilling or unable to pay. Once an activity has been paid for, there will be no reimbursement for absentees on the day.

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 of the trip is dependent on voluntary contributions, parents will be informed of this from the outset and if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Optional activities outside of the school day

We are able to charge for activities known as "optional extras". We will charge for optional, extra activities provided outside of the school day, for example extracurricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. When 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.

Extended Schools - Community

We will charge for extended schools services (Ark Breakfast and After School Club). The calculation of the charges includes an amount for food and drink, materials, books, resources and equipment provided for the sole use of Ark, the cost of buildings, cleaning and utilities, and the cost of non-teaching staff engaged under contracts for services purely to provide extended day services.

The charges for extended schools will be reviewed by the Finance Working Party and their recommendations given to the Governing Body in the Spring Term each year. Parents will be informed of the charges for the coming academic year in the preceding Summer Term each year.

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.

Residentials

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, including transport for residential visits. In such cases parents will be told how the charges were calculated. The school is unable to charge for the cost of supply teachers to cover those teachers who are absent from school accompanying pupils on a residential visit.

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. Support for cases of hardship will come through voluntary contributions and fundraising, or where eligible from charitable donations and will be applied at the discretion of the Headteacher.

Parents who would qualify for support are those who meet the free school meal eligibility criteria. Support may also be provided for pupils who are eligible for pupil premium funding at the discretion of the Headteacher.

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

Damage or loss to school property

Nutfield Church (C of E) Primary School reserves the right to charge for the cost of repairing or replacing school property as a result of wilful damage or neglect; items such as broken windows, defaced, damaged instruments, wider resources related to curriculum or lost books or equipment, and any item damaged as a result of unsatisfactory pupil behaviour.

Arrangements for monitoring and evaluation

The Finance Working Party of the governing body will monitor the impact of this policy by receiving regular financial monitoring reports that will include information on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.