Dulverton Primary School

"We love to learn, we like to play, we do our best in every way."

Charging and Remissions Policy

Dulverton Primary School is committed to achieving the UNICEF Rights Respecting School Award.

This Policy relates to Article 28 of the UN Convention of the Rights of the child which states: Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights.

Review Summary

Policy Owner	School Business Manager
Approver	Finance and General Purposes Committee
Date reviewed	Autumn 2025
Date Approved	22.10.2025
Next review date	Autumn 2026

1. Purpose

The purpose of this policy is to clarify the schools' procedure for charging and remissions. To set out robust, and clear processes in place for charging and remissions that set out the types of activity that can be charged for and when charges will be made.

2. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

3. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

4. Definitions

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

5. Roles and responsibilities

5.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Head Teacher.

Responsibility for approving the Charging and Remissions Policy has been delegated to the Finance and General Purposes Committee.

5.2 School Business Manager (SBM) & Head Teacher

The SBM & Head Teacher are responsible for ensuring relevant staff are familiar with the charging and remissions policy and that it is being applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the SBM or Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

5.4 Parents

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the Charging and Remissions Policy.

6. Where charges can and cannot be made

6.1 Below we set out what we cannot charge for:

- an admission application to any state funded school;
- education provided during school hours;
- the supply of materials, books, instruments or other equipment;
- education provided outside school hours if it is part of the national curriculum;
- instrumental or vocal tuition if it is part of the national curriculum or 'is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme';
- entry for a prescribed public examination;
- examination resit;
- transport in connection with an educational visit;
- supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit;
- transporting pupils to and from the school premises when it is the statutory obligation of the local authority;
- transporting pupils to other premises to be educated where the governing body or local authority has arranged this;
- transport that enables a pupil to meet a public examination requirement when he/she has been prepared for that public examination at the school

6.2 Below we set out what we can charge for:

- any materials, books, instruments, or equipment if a child's parents wish him/her to own them;
- nursery fees for extended sessions where the parent does not have a 30 hour code.
- vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents;
- option extras such as:
  - education provided outside school hours that is not:
    - part of the national curriculum;
    - part of a syllabus for a prescribed public examination;
    - part of religious education.
- residential board and lodging fees for an educational visit;
- transport
- breakfast and after-school clubs;
- supervised homework sessions.

(charging for School Activities (DfE))

7. Voluntary contributions

As an exception to the requirements set out in section 6 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- *Educational visits, workshops/events in school*

When organising educational visits or workshops/events in school to enrich the curriculum and education experience of the children, the school invites parents and carers to contribute to the cost.

All contributions are voluntary and there is no obligation for a parent/carer to make any contribution.

In any case, where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

- *Travel costs for swimming lessons in Year 5*

  Children will attend swimming lessons in Year 5. The lessons take place in school time and are part of the National curriculum. We do ask for contributions towards the costs of the coach.

- *School Voluntary Fund*

  The school maintains a voluntary fund into which parents are invited to make a voluntary annual contribution. This fund supports the activities of the school and donations can be made via ParentMail

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

8. Activities we charge for

The school will charge for the following activities:

8.1 Wraparound Care (Breakfast, After School Club & Holiday Clubs)

The school supports our working parents by providing a childcare service before and after school and during some school holidays.

Please see separate terms and conditions for charges relating to these clubs.

The Governing Body (delegated to the Finance and General Purposes committee) reviews the charges on an annual basis, to ensure that we are providing a cost effective childcare service for parents/carers.

The charges cover the running costs of the club (staffing, use of facilities, administration, food, resources). Any additional income from these fees will provide resources for the clubs & to support other projects within the school.

8.2 Extended hours for afternoon nursery session.

Extended sessions are available for those attending the morning sessions Monday - Friday 12.00pm to 3.00pm.

Families that are not eligible for 30 hour funded childcare have the option to purchase afternoon sessions in addition to the 15-hour funded childcare in the morning.

Please see separate terms and conditions for charges relating to the Nursery Fees.

8.3 After school extracurricular activity clubs

We provide a wide range of activities that our children can participate in after school. Our after school clubs are led by staff within school or Parent volunteers. We ensure that a range of clubs are offered that cater for a variety of interests.

The charges cover the running costs of the club (staffing, use of facilities, administration, resources)

8.3 Music tuition

KS2 children have the opportunity to attend instrumental tuition. This is provided either individually or to groups of pupils. The tuition is coordinated by our Music Leader but delivered by specialist music teachers. The tuition is provided at the request of the pupil's parent and a fee is payable directly to the music teachers.

Charges will not be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

8.4 Residential visits

We charge for board and lodging on residential visits, but the charge will not exceed the actual cost.

8.5 School meals

The school offers a hot meal every day for children.

There is no charge for children who are entitled to free school meals, universal infant school meals or Mayors Meals.

Bookings must be made a minimum of 7 days in advance via ParentMail. If no booking is made it will be assumed that a packed lunch will be provided.

In the event that the funding for universal infant school meals and Mayors Meals ceases, the school will have to make a charge for school meals.

The prices for school meals are determined by the Governing Body at the Finance and General Purposes committee meeting and are reviewed annually. The cost of meals will be published on the school website.

All booked meals will be charged for unless the child is absent.

If a family has difficulty in meeting the cost of school meals they should contact the SBM to discuss options and support.

A debt for school meals should only occur in exceptional circumstances. If parents refuse to engage with the school or make reasonable efforts to clear a debt then the school will cease to provide a school meal until such time as the debt is cleared

8.6 Lettings

Please see separate policy for charges for use of the school facilities.

8.7 Administration Charges

A charge of £10 will be charged for producing official letters. A copy of the official request must be provided to the school. The charge will be added to the child's online payment account and must be paid before the letter is issued.

The school will not sign passport applications.

The school will request a business to make a donation to our school voluntary fund when the school agrees to circulate marketing material on behalf of the business.

8.8 Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the Governing Body and the Head Teacher.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in February or May each year. Parents will be informed of the charges for the coming year in March or June each year.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 7 and 8 of this policy. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Pupil Premium Lead, Head Teacher and SBM.

To request assistance, parents should contact the SBM. Any requests for assistance will be dealt with in confidence.

9.1 Remissions for residential visits

Parents in receipt of any of the following support payments may request assistance with the cost of 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 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 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children of families who receive these payments are also entitled to free school meals/pupil premium.

Pupil premium children will automatically be entitled to a 50% subsidy towards the costs of board and lodging on residential trips.

10. Payments

Dulverton is a cashless school. All payments and donations must be made via the online payment system. This does not include small cash donations made as part of our charity work.

Parents are required to register for an account on admission and ensure it remains in credit through their child/rens time at school

In order not to place an unnecessary burden on family finances, the school will adhere to the following guidelines where possible:

- Requests for charges/contributions will be made at least one month in advance to the payment due date.
- Parents will have the opportunity to pay by instalments for residential trips

10.1 Third Party Payments

The school sometimes handles payments on behalf of parents for third parties eg FODS, sports clubs, photographer.

Every effort is made to administer these payments securely however, the school does not check payments or maintain an audit trail in relation to any third party payments. Therefore, the school is unable to accept any responsibility for these payments.

11. Refunds

Refunds for accounts relating to school meals, before and after school clubs will be only given when the pupil leaves the school and their account is in credit.

Payments/contributions for clubs, activities and visits are paid on a non-refundable basis.

All refunds will incur a 3% fee to cover charges

If an event is cancelled or postponed due to unforeseen circumstances, the Head Teacher along with the SBM will decide what happens with the parental contributions. The options could include retaining the money to pay for the trip/event when it can take place, transferring the money to another activity or refunding the money paid.

Once activities have been booked and confirmed, if contributions exceed the total cost of the activity, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this surplus will be retained in the school account.

If parents consider they have a justifiable reason to request a refund of a payment made, a written request should be emailed to the SBM via the school email finance @dulverton.education. Requests will be considered on a case by case basis, ensuring that all families are treated equally.

12. Monitoring arrangements

The SBM monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the SBM every year.

At every review, the policy will be approved by the Finance and General Purposes Committee.