

# Colmers Farm Primary School's Charging and Remissions Policy



## Rights Respecting Schools' Article/s

A26: Governments must provide extra money for the children of families in need.

A28: Every child has the right to an education. Primary education must be free.

**Colmers Farm Primary School**  
**Charging and Remissions Policy**

**1     Admissions**

The academy **does not** make requests for financial contributions (either in the form of voluntary contributions, donations or deposits (even if refundable)) as any part its admissions process.

**2     Education provided during school hours**

Subject to the limited exceptions outlined in this policy, the academy **does not** charge for education provided during school hours, including the supply of any materials, books, instruments or equipment.

**3     Education provided outside of school hours**

**No charge** will be made for education provided outside of school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education.

**4     School meals**

4.1     The academy **does not** charge for school meals where the pupil is eligible for free school meals or infant free school meals.

4.2     Pupils who are not entitled to free school meals **will** be charged. This should be paid by parents via Arbor.

**5     Prescribed public examinations**

5.1     The academy **does not** charge for entry for a prescribed public examination (including re-sits) if the pupil has been prepared for it by the academy.

5.2     However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the academy **may** seek to recover the fee from the pupil's parent/carer.

**6     Materials, books, instruments or equipment**

6.1     The academy **may** charge for materials, books, instruments or equipment that the parent/carer wishes their child to keep or own.

6.2     Such charges **will not** exceed the cost of the item and parent/carer will be made aware at the outset that a charge will be made and the amount.

**7     Music, instrumental or vocal tuition**

7.1     The academy **may** charge for tuition in singing or in playing a musical instrument during school hours if it is provided at the request of the pupil's parent/carer. This applies to individual and group tuition.

7.2 The charges **will not** exceed the cost of the provision and may include the cost of the staff to provide the tuition, instruments, music books and exam fees.

7.3 **No charge** will be made if the tuition is:

- provided to a pupil who is looked after by a local authority; or
- provided as part of the national curriculum during school hours or required as part of a syllabus for a prescribed public examination for which the pupil is being prepared by the academy.

## 8 **Transport**

The academy **does not** charge for:

- transporting pupils to or from the academy's premises where the local authority has a statutory obligation to provide transport;
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination by the academy;
- transport provided in connection with an educational visit.

## 9 **Residential visits**

9.1 The academy **does not** charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or is part of religious education;
- supply teachers to cover for those teachers who are accompanying pupils on a residential visit.

9.2 The academy **will** charge for board and lodging relating to residential visits (see **section 10**).

## 10 **Optional extras**

10.1 The academy **does** charge for 'optional extras'.

10.2 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be required before an optional extra for which a charge is made is provided.

10.3 Optional extras include:

- education provided outside of school hours that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the academy or part of religious education;
- examination entry fee(s) if the pupil has not been prepared for the examination(s) by the academy;
- other transport (outside of that outlined in **section 8**);

- board and lodging for a pupil on a residential visit;
  - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- 10.4 In calculating the cost of an optional extra an amount **will** 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, which includes supply teachers engaged specifically to provide the optional extra;
  - the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.
- 10.5 Any charge for an optional extra **will not** exceed the actual cost of providing the optional extra, divided equally by the number of pupils participating. It **will not** include an element of subsidy for any other pupils wishing to participate in the activity whose parent/carer is unwilling or unable to pay the full charge.
- 11 Voluntary contributions**
- 11.1 The academy may ask parents/carers for voluntary contributions for the benefit of the academy or any of its activities.
- 11.2 Where it is intended that an activity is to be funded by voluntary contributions, the Headteacher will ensure that parents/carers are made aware at the outset that:
- the activity cannot be funded without voluntary contributions;
  - there is no obligation to make any contribution;
  - if insufficient voluntary contributions are raised to fund the activity, and the academy is unable to fund it from some other source, then the activity will be cancelled.
- 11.3 No pupil will be excluded from an activity simply because his or her parent/carer is unwilling or unable to pay. Pupils whose parents/carers are unwilling or unable to pay will still be given an equal chance to participate in the activity.
- 12 Refunds**
- 12.1 Request for refunds for activities will be considered on an individual basis and may be rejected if the academy is unable to recoup the costs incurred.
- 12.2 In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.

- 12.3 Academy reserves the right not to refund costs where a pupil is withdrawn from an activity by the academy on the basis of a pupil's breach of the academy's behaviour policy.

### **13 Damage to property and breakages**

- 13.1 Where the academy's property has been wilfully or recklessly damaged by a pupil or parent/carer, the academy **may** charge those responsible for some or all of the cost of repair or replacement.
- 13.2 Where property belonging to a third party has been damaged by a pupil, and the academy has been charged, the academy **may** charge those responsible for some or all of the cost.

### **14 Remissions**

Parents/carers who can prove they are in receipt of the following benefits **may** be exempt from paying certain costs (including the cost of board and lodging related to residential visits):

- Income Support;
- Income based Job-seekers Allowance;
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and has an annual gross income of no more than £16,190);
- Support under part VI of the Immigration and Asylum Act 1999;
- Guaranteed Element of State Pension Credit;
- Working Tax Credit run-on;
- Income related employment and support allowance;
- Universal Credit.

### **15 Complaints**

Complaints regarding this policy or its application should be raised under the academy's usual complaints procedure.

Date Written – November 2022