

# UPPERBY PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY



### **School Details**

Head teacher:	Mrs P Burns
Co-Chair of Governors:	Mr W Atkinson & Miss R Mason
Policy Date:	November 2025
Policy Review Cycle:	Bi-annually
Next Review Date:	November 2027

### **Purpose**

The purpose of this Charging and Remissions Policy is to ensure full and free access to a broad, balanced curriculum, and to ensure that no pupil is excluded from a curriculum essential trip or activity because of financial hardship during the school day. The policy also identifies areas of activity where a charge may be made.

This policy complies with Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England. The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2007.

The school day is defined as: 8.35am – 3.15pm

### Nursery

Morning session 8.35am – 11.35am

Afternoon session 12.30pm – 3.30pm

### **Responsibilities**

The head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually

### **Charges**

The School will not charge for:

- an admission application
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided 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 at the school, or part of religious education;

The School may charge in full or part in respect of the following circumstances:

- any materials, books, instruments, or equipment, where the child's parent/carer wishes them to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below);
- certain early years provision

Optional extras include, but the list is not exhaustive:

- education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared

for at the school; or  
c) part of religious education.

- board and lodging for a pupil on a residential visit, but it will not exceed the actual cost.  
extended day services offered to pupils (for example breakfast club, after-school clubs)

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Music Tuition**

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, where the tuition is provided at the request of the pupil's parent.

Charges will only be made when the tuition is not an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

### **Optional activities outside of the school day**

We will charge for optional extra activities provided outside of the school day, for example football, or craft club. Such activities are not part of the National Curriculum or Religious Education, nor are they part of the prescribed examination syllabus.

### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours, charges may be made. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening. Voluntary contributions may be requested if the majority of the activity takes place in school hours.

### **Voluntary Contributions**

Voluntary contributions may be sought for activities during the day which entail additional costs (for example a visit museum, historical site). IN these circumstances no pupil will be prevented from participating because his/her parents cannot or will not contribute. If we have insufficient voluntary contributions, we may cancel the trip. There will be no levy on those who can pay to support those who can't or choose not to.

Swimming sessions to meet the needs of the National Curriculum are free of charge. However occasionally additional sessions may be offered and, in this situation, a voluntary contribution may be requested.

From time to time we invite non-school based organisations, such as for example a travelling theatre company, life bus, dance experience, music company, to arrange an activity during the day. Such organisations may wish to charge parents, who may if they wish, ask the head teacher to agree to their children being taught elsewhere in the school for that period.

### **Residential visits**

Charges will be made for residential visits as they are over and above the National Curriculum. The school operates payment plans to help parents cover costs and wherever possible fundraising and grants will reduce the cost of a residential trip. There will be no levy on those who can pay to support those who can't. Support available for cases of hardship and children who receive pupil premium funding will be clearly identified on communications about residential trips. Family circumstances are considered when the school decides for residential trips to ensure as many pupils as possible can take part.

### **Damage/Loss to Property**

A charge may be levied in respect of wilful damage, neglect or loss of school property (or third-party property, where the cost has been recharged to the school), the charge to be third party property, where the cost has been recharged to the school), the charge will be the cost of replacement or repair, or such lower cost as the Head may decide.

### **Best Value**

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. The school tries to seek to fund activities from fundraising and grants wherever possible.

### **Monitoring and review**

This policy is monitored by the governing body and the head teacher will report to the governing body about trips during the school year. The policy will be reviewed every two years.

This policy was agreed by the governing body on 3<sup>rd</sup> December 2025.

Date of next review – November 2027.