

# Charges and Remissions Policy



<b>Last reviewed</b>	<b>Autumn 2025</b>
<b>Reviewed by</b>	<b>Catherine Phillips</b>
<b>Approved by</b>	<b>Governing Board</b>
<b>Date of approval</b>	<b>30.09.25</b>

The aim of this policy is to set out what charges will be levied for activities in St. Leonard's Primary School, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

### **Responsibilities**

The Governors of the ST. LEONARD'S PRIMARY SCHOOL are responsible for determining the content of the policy and the, Headteacher/Office Manager for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

**A ST. LEONARD'S PRIMARY SCHOOL letting application, agreement and risk assessments must be completed by the hirer before the letting commences.**

**Hirers must agree to follow the ST. LEONARD'S PRIMARY SCHOOL Lettings Conditions of Use and are required to provide a copy of their public liability insurance prior to the commencement of the letting.**

### **Definitions**

#### **Community Facilities**

Activities which the Governors do not feel is of direct educational benefit to children at the St. Leonard's Primary School.

#### **Extended school provision**

Provision of childcare outside the standard school day where it is optional as to whether the child attends.

#### **External Lettings**

Letting to an organisation other than the St. Leonard's Primary School.

#### **Remission**

Where a charge is not payable, either in full or in part.

#### **Prohibition of Charges**

The Governors of ST. LEONARD'S PRIMARY SCHOOL recognise that the legislation prohibits charges for the following:

- 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 academies, or part of religious education
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities)
- entry for a prescribed public examination, if the pupil has been prepared for it at one of the academies
- education provided on any trip that takes place during school hours
- education provided on any trip 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 at the academies, or part of the academies' basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from an school accompanying pupils on a residential trip

- transporting registered pupils to or from the academies' premises, where the local education authority has a statutory obligation to provide transport
- transporting registered pupils to other premises where the Governors has arranged pupils to be educated
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination a ST. LEONARD'S PRIMARY SCHOOL
- transport provided in connection with a curriculum trip

## Charges

The Governors of ST. LEONARD'S PRIMARY SCHOOL have agreed that charges may be made for the following:

- Board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- individual or group tuition in the playing of a musical instrument
- re-sits for public examinations where no further preparation has been provided by the academies
- costs of non-prescribed examinations where no further preparation has been provided by the academies
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs
- letting of the academies' premises or grounds
- extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- charges for materials or ingredients where the pupils wish to have the finished product
- cost of transport to take part in work experience
- lost or unreturned library books

Additional consideration will be given to:

- the proportion of the costs recovered where a charge is to be made
- whether any remission is to extend beyond the statutory minimum
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined
- arrangements for education where the parents fail to pay the charge being levied by the academies
- the level of support from the academies' budgets where the level of voluntary contributions is insufficient to fund the visit or journey
- the maximum amount that can be used from the academies' budgets to support community facilities is the amount of the school standards grant allocation
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
  - Services (heat & light)
  - Staffing (security, caretaking & cleaning)
  - Administration
  - Wear & tear

## Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the 50% remission of charges for lodging costs during residential school trips. The relevant support payments are:

- 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)

## Voluntary Contribution

Parents will be invited to make a voluntary contribution.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the St. Leonard's Primary School will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

## Charging and Remissions LETTINGS 2025-26

	COST	OTHER INFORMATION
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<b>FIELD</b>	£25.00 per GAME	School pitch Organising group to hire port-a-loo
<b>TRAINING ROOM – Including Toilet Use</b>	£16.50 per HOUR <b>During school hours only</b>	Charge waived in exchange for a staff member attending the training course.

### **Extended School Care 2025-26**

<b>SESSION</b>	<b>COST</b>	<b>OTHER INFORMATION</b>
<b>7.50pm – 9.00am</b>	£5.00	Breakfast Club (Full Session)
<b>3.15pm – 5.30pm</b>	£8.00	Afterschool Club
<b>5.30pm – 6.00pm</b>	£5.00	Afterschool Club
<b>Nursery AM session</b>	£15.00 (£5 per hour) £16.50 (5.50 per hour) from May 1 <sup>st</sup> 2026 £19.50 (6.50 per hour) from September 1 <sup>st</sup> 2026	8.40am – 11.40am
<b>Lunch session</b>	£3.50	11.40am – 12.20pm
<b>PM session</b>	£15.00 (£5 per hour) £16.50 (5.50 per hour) from May 1 <sup>st</sup> 2026 £19.50 (6.50 per hour) from September 1 <sup>st</sup> 2026	12.20pm – 3.20pm

### **School Meals 2025-26**

Children in Years R, 1 and 2 are entitled to a free school meal each day provided by Edwards and Ward and funded by the government Universal Infant Free School Meals scheme. Children in Nursery, Years 3 and 4 will be charged at the current rate set by Edwards and Ward per day for any meals taken during term time. All families of children in Years R to Year 4 are encouraged to check their entitlement to a free school meal based on economic grounds. This can be checked via the Staffordshire County Council web site:

<https://www.staffordshire.gov.uk/Education/Educational-awardsbenefits/FreeSchoolMeals/Overview.aspx>

There are times at which the cost of a school meal changes during the school year due to price increases from our contractors. Any changes are communicated swiftly, providing families with as much notice as possible.

***These costs are reviewed annually, to reflect increased costs of staffing and resources.***