



Date Adopted: Summer 2025

Date to be reviewed: Summer 2026

Quadring Cowley and Brown's Primary School

Charging and Remissions Policy

At Quadring Cowley & Brown's Primary School we strive 'to nurture and inspire all children to be well-rounded, confident and resilient individuals who love learning and are ready for life beyond school.'

Article 3- The best interests of the child must be top priority in all actions regarding children.

QCB Charging and Remissions Policy

At Quadring Cowley and Brown's Primary School we aim to provide our children with a broad and balanced curriculum, enhanced through enrichment activities and events that provide the children with the opportunities to develop as well rounded individuals, who will transition into different stages of their education and life, with a breadth of knowledge and understanding of the world around them.

At Quadring Primary School activities relating to the necessary deliver of the National Curriculum are provided free of charge. However, as part of the incredible learning journey our children venture on, we aim to provide opportunities that may, at times, require the school to charge for activities, events and experiences that are above and beyond what we provide on a day to day basis.

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 449-462 of which set out the law on charging for school activities in England.

Aims of the Policy

Quadring Cowley and Brown's Primary 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 be made

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

Entitlement

All children are entitled to education regardless of race, creed, colour, gender, disability, social or other irrelevant background or previous experience.

All activities that are a necessary part of the National Curriculum and Religious Education will be provided free of charge. This includes materials and equipment provided by the school within school hours. Voluntary contributions may be sought for activities during the school day which entail additional costs, for example transport or a visit to the school from an individual or group. No child is excluded from such an activity should the parents be unable or unwilling to pay.

However, the Governing Board reserve the right to cancel the activity if the cost is not met by voluntary contributions.

Under the terms of the act, the Governing Board is entitled to charge for the cost of musical instrument tuition for individual pupils or pupils in groups of up to four, as long as such teaching is not an essential part of the National Curriculum.

QCB Charging and Remissions Policy

Roles and responsibilities

Governing Board

The Governing Board has overall responsibility for approving the charging and remissions policy, and monitoring the implementation of this policy.

Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

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

Staff

Our staff are responsible for:

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

Parents

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

Implementation

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. Pupils of parents/carers who are unable to contribute will not be discriminated against. If sufficient voluntary contributions are not forthcoming, and there is no way to make up the shortfall, then the activity will be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution in which case we do not treat these children differently from any others.

Pupils of parents/carers who are unable to contribute will not be discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled. Key responsibilities

Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and the school provides this information on request.

Calculating charges

When charging for an activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There is no levy on those who do pay to support those who are unable or unwilling to pay.

Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

QCB Charging and Remissions Policy

Education provided outside of school time that is not part of:

- the National Curriculum
- religious education.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

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 (including 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.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums and places of interest;
- Sporting activities which require transport expenses;
- Visits to the theatre;
- Musical events.

Additional voluntary contributions may be requested for consumables which children take home, i.e. cookery items or occasionally craft material such as clay.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Residential Trips

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum the school may make a charge. Parents who receive state benefits are exempt from payment for any educational element of the trip that takes place in school time that is a requirement to cover the National Curriculum, i.e. those parents who are in receipt of Income Support, family credit, Disability Working Allowance or Jobseekers Allowance. Charges are however made to cover the costs of board and lodging and activities outside of normal school hours. Parents/Carers may wish to discuss their circumstances with the school if they are struggling to provide payment and support may be put in place dependant on the individual's circumstances.

Musical Tuition

All children study music as part of the normal school curriculum.

We believe that learning to play a musical instrument is an important part of a child's education. Therefore, the playing of a musical instrument is encouraged.

Parents may wish their child to be given individual tuition lessons and additional musical instruments are taught by peripatetic and local instrumental teachers individually and in small groups through Lincolnshire Music Services. The fees for this tuition vary. Parents are charged by the Music Services directly for any additional music provision and no funds are accessed by the school. No profit is made by the school.

Parents in receipt of state benefits may wish to claim some of the costs through a Local Authority Remission Scheme. Parents receive information about additional music tuition at the start of each academic year.

Swimming

At Quadring Primary School we believe that swimming is an essential life skill and therefore children take part in swimming lessons from Reception to Year 6. Each year group will attend swimming lessons at some time in each academic year. Parents/Carers are asked for a voluntary contribution towards the cost of transport for swimming. Parents are informed when these lessons are to take place, and all contributions are paid through our online ParentPay system.

Hot School Meals

The school has appointed a contractor to supply school meals for children. Parents are required to place orders directly with the contractor (Ideal School Meals) through their dedicated website. The school will meet the cost of school meals for pupils entitled to free school meals. Payment for all other meals are made directly with Ideal School Meals.

Lettings

Use of school premises by other parties is allowed at the discretion of the Headteacher. A charge may be made in line with the Local Authority's scale of charges for the hire of school premises.

At Quadring Primary School we believe that it is essential to ensure that all children have the opportunity to take part in the educational visits and events organised by the school. Therefore, any parent/carer who is unable to support their child, for financial reasons, in the attendance of a school trip or event is encouraged to discuss this with the Headteacher.

QCB Charging and Remissions Policy

Damage to school property

Parents/carers are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children or those whom they are responsible for.