Sutton Veny CofE Primary School
Charging and Remissions Policy

Together, through **friendship**, in **peace** and with **courage**, we reach for the stars.

Colossians 3:12: '**clothe yourselves** with **compassion**, **kindness**, **humility**, **gentleness** and **patience**.'

This Policy is guided by the current DFE advice

1. Key Points

The school cannot charge for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it will be free. It is not possible to levy a compulsory charge for transport, admission costs for swimming lessons or for visits to museums, etc. during school hours. The school must inform parents and carers on low incomes (and/or in receipt of benefits) of the support available to them.

2. Voluntary Contributions

The governing body may ask parents for a **voluntary contribution** towards the cost of:

- any activity which takes place during school hours,
- school equipment (such as materials, books and instruments),
- School funds generally.

The contribution must be **genuinely voluntary**, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against.
Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, **then it must be cancelled**.

3. Residential Trips

The school can charge for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of free school meals because they meet the criteria listed on page two of this policy, may also be entitled to the remission of these charges. The school will ensure that all letters requesting a voluntary contribution for residential visits includes the exemption information.

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

3. Public Examinations

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school
- the examination is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee. Charges will not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

4. Exception

- No charges will be made for school based extra - curricular sports clubs, choir activities etc., with the exception of some sports activities which are offered by outside providers and the costs of certificates/medals etc., which are optional extras.
- Charges for individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
- Instrumental and Vocal Music lessons are an exception. The school will charge for music or voice tuition activities if these take place outside school hours and are not part of the national curriculum. Charging for private tuition is by private arrangement with the tutor involved.

LATEST FREE SCHOOL MEAL ELIGIBILITY CRITERIA from https://www.gov.uk/apply-free-school-meals

Children whose parents receive the following support payments may be entitled to receive free school meals:

- 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 that £16,190)
- Working Tax Credit run on – paid for four 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)

Infant free school meals in England: Your child will be able to get free school meals in reception, Year 1 and Year 2.

Approved by:	Resources Committee	**Date:** 14/10/26
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