



The Drive Community Primary School

Charging and Remissions Policy

September 2026 – September 2027

Introduction

The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend children's learning and to contribute to their personal development. We aim to promote and provide such experiences for the children, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents/carers are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all children have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

STATEMENT

The policy complies with the requirements of the Education Act 1996. We aim:

- To make school activities accessible to all children regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process, which allows activities to take place at a minimum cost to parents, children and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget

LEGISLATION – EDUCATION DURING SCHOOL HOURS

The DfE in its guidance to school Governors states that 'education provided during school hours must be free.' The definition of 'education' includes materials, equipment and transport provided in school hours by school to carry children between the school and an activity'. It goes on to advise that 'although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind)'.

When additional costs are incurred by Falla Park Community Primary School to enhance the curriculum opportunities for the children, parents may be requested to make voluntary contributions. However, no child will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

EDUCATION OUTSIDE SCHOOL HOURS

The DfE in its guidance to school Governors states that 'parents can be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education'. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as 'optional extras'.

REMISSIONS AND REDUCTIONS

To ensure that access to activities reflects intentions, Falla Park Community Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all children gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

There may be cases of family hardship which make it difficult for children to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher.

CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. If sufficient contributions are not received the activity may be cancelled.

CHARGES

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
- sporting activities which require transport expenses
- after school or pre-school activities
- outdoor adventure activities
- visits to the theatre
- school trips abroad
- musical events

If the school organises a residential visit parents are expected to fund part of the costs. Where parents demonstrate a level of hardship the Head Teacher and Governing Body will consider whether to remit up to the full amount for any residential activity that the school organised for the child if the activity is deemed to take place within school hours.

SWIMMING

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents by letter when these lessons are to take place. Parents are expected to supply their child with a swimming kit.

SPORT AND AFTER SCHOOL ACTIVITY CLUBS

The school offers after school activities e.g. sports coaching/art/cookery etc. There is a minimal charge for some clubs.

NURSERY FEES

If space allows, parents/carers may request additional nursery sessions. The additional sessions are:

3/4 year old provision - £12.50 (3-hour session).

We do not offer paid top up sessions for 2-year-old pupils.

Charges for extra nursery fees are added to ParentPay and must be paid in advance.

ACCIDENTAL DAMAGE

Accidental damage can occur, however, the school will seek to recover the cost incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour. In the event of books being lost or damaged the school will ask parents/carers to pay £5.00 for the cost of a replacement book.

ADDITIONAL CONSIDERATIONS

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finance. To this end we will try to adhere to the following guidelines:

- We will give early notice for visits where there will be a cost
- We have established a system for parents/carers to pay in instalments where there are larger costs e.g. residential visits
- When an opportunity for a visit arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the visit

USE OF PREMISES – LETTINGS PROCEDURES AND CHARGES

School premises are sometimes used for an After School Club for children and during the evening for Governors meetings, open evenings for parents and other occasional events. In addition, there are sometimes evening bookings. The charging policy adopted by the schools Governing Body is designed to reflect the following costs: caretaking, cleaning, heating, lighting, wear and tear and a small amount of profit (when used for other than school-related functions). Any profit made from lettings is used to enhance and extend activities for children at the school, and particularly to enhance extended services activities e.g. After School Clubs, which helps to reduce costs to parents. The fixing of annual Letting Charges is reviewed and agreed annually by the income from lettings.

The responsibilities for agreeing the terms and conditions of lettings and charges due are clearly defined by the Governing Body. Any income coming into school from lettings is held in a separate cost centre and is used to offset against: caretaking, cleaning, heating, lighting, wear and tear.

An application form is completed for each letting and authorised by the Head Teacher and kept in the lettings file. The School Governing Body issues these 'Local Hiring Conditions' in line with directions and advice given by the Local Authority and the Health and Safety Executive. The school premises will only be made available for hire by members of the community when they are not required for school use.

If lettings fees are not received in advance, they should be promptly billed to the organisation. The school will liaise closely with Gateshead Exchequer Services, to monitor payment of debtors' accounts and to ensure they are paid without undue delay.

ANNUAL LETTING CHARGES

Main Hall (including toilets)

Minimum hire period is 2 hours @ £35.00 per hour rounded to the nearest hour.

Classroom (including toilets)

Minimum hire period is 2 hours @ £35.00 per hour rounded to the nearest hour.

Any other areas requested will be discussed and agreed by the Resources Committee on an individual basis.