

*For With God Nothing is Impossible' Luke 1:37*

# **Church Lench CE First School**

## **Charging and Remissions Policy**

At the heart of the school is our belief that 'With God Nothing is Impossible'. This allows our children and staff to have high hopes and aspirations and develop resilience and perseverance in all aspects of life in a happy, safe and inclusive environment.

**Church Lench CE VC First School  
Charging and Remissions Policy**

***Responsibility. Hope. Perseverance. Thankfulness. Compassion***

**1 Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition (music tuition that is not part of the National Curriculum). Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

Requirement of the act

A. The School may not charge for items such as:-

- a. The admission of pupils.
- b. The education of pupils during school hours (this includes materials, equipment, transport etc)
- c. The entrance of pupils to specified public examinations.
- d. Activities outside school hours if they are part of the National Curriculum, or an essential part of an examination syllabus.
- e. Activities that are mainly in school hours (ie more than half the time is within school hours)

B. The School may charge for items such as:-

- a. Music teaching (but not if part of the National Curriculum)
- b. Activities outside school hours
- c. Board and lodging for residential activities.
- d. A finished product (for example from craft or home economics lessons) providing parents have agreed in advance.

**2 Voluntary contributions**

2.1 It is the policy of the governing body to request voluntary contributions to support additional activities. 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. If we do not receive sufficient voluntary contributions, we may cancel a trip. This is made clear to parents/carers at the outset in the initial letter. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 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:

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- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- visitors to host an event ie history
- musical events;
- A finished product (for example DT or cookery) providing parents have agreed in advance.
- Transport to an organised venue.

### 3 Residential visits

**3.1** 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, we do not make any charge for the education or travel expenses. We may seek voluntary contributions towards these. However, we do make a charge to cover the costs of board and lodging. This must not exceed the actual cost. Parents who receive state benefits are offered a reduction in discussion with the school'.

**3.2** If the school organises a residential visit mainly or entirely out of school time, we charge for all associated costs, board, lodging, travel expenses and admission fees etc. Parents who receive state benefits are offered a reduction in discussion with the school.

**3.3** Parents able to prove receipt of the following benefits will be exempt from paying the cost of board and lodging

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance

### 4 Music tuition

**4.1** All children study music as part of the normal school curriculum. We do not charge for this.

**4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. (The Education and Inspections Act 2006) The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are offered a reduction or maybe exempt from payment. We give parents information about additional music tuition at the end of Y3 and at the start of each academic year.

## 5 Swimming

5.1 The school organises swimming lessons for all children in Y2, Y3, Y4 and Y5. These take place in school time and are part of the National Curriculum. We make no charge for teaching swimming but we do ask for a voluntary contribution towards transport, the hire of the pool and the lifeguard. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Appendix 1 (DCSF Charging Guide)

### **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.

### **Non-residential activities**

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. 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.

### **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

#### **Example 1: Visit during school hours**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

#### **Example 2: Visit outside school hours**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

## Charging Policy

**Signed:** *S Price*

**Date:** April 2026

**Review Date:** April 2028 or when appropriate