



DALMAIN PRIMARY SCHOOL **CHARGING & REMISSIONS POLICY**

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The Education Act 1996 (sections 449–462) and the latest DfE guidance set out the principles for charging for school activities. The principle is that education during school hours is free. Charges may only be made in specific circumstances, as outlined below. See <https://www.gov.uk/government/publications/charging-for-school-activities>).

1. **AIMS:**

To identify and clarify those areas where schools may either charge or seek financial contributions from parents.

The Governing Body of Dalmain Primary School recognises its statutory responsibility to provide free education for all pupils, as set out in the Education Act 1996. We are committed to ensuring that all pupils benefit from a broad and enriched curriculum, which includes educational visits and visitors to the school. These opportunities are vital for extending learning beyond the classroom and enhancing pupils' educational experiences. This policy sets out our approach to charging for certain activities and the circumstances under which remissions will apply, ensuring all pupils have access to valuable enrichment opportunities, regardless of their financial circumstances.

Unfortunately, the finance received by the school is not always sufficient to provide for this element of education. The Governing Body has therefore instituted a system whereby voluntary contributions may be sought, on occasion, to ensure that such extended educational provision takes place.

The following are the main areas of additional activities which Dalmain School attempts to provide, together with our legal and moral position regarding their funding.

See **Appendix 2** for a summary of charges to parents/carers.

2. **VOLUNTARY CONTRIBUTIONS:**

1. Voluntary contributions may be sought from parents for any school activity.
2. Any request for a voluntary contribution will make clear:
 - that there is no obligation to contribute: No pupil will be excluded from an activity due to the inability or unwillingness of their parent/carer to pay a voluntary contribution
 - that pupils will be treated equally, regardless of any contribution received
 - the contribution per pupil which is required in order that the activity takes place
 - the implication of possibly cancelling the visit or activity if sufficient contributions are not received. If insufficient voluntary contributions are received, the school may need to cancel the activity. However, we are committed to ensuring all children can participate wherever possible and will make every effort to avoid cancellation.
3. Where major expense is involved or when deposits have to be paid by the school to secure future activities or events, a deposit may be requested from parents. This should be in the region of 10% of the total cost. This will only be refunded if the school or relevant outside agency decide to cancel the event.

3. **FINANCIAL ASSISTANCE (Remissions)**

Statutory remissions for board and lodging on residential visits will be applied for families in receipt of qualifying benefits, as required by law (see below). Additional discretionary support, such as subsidies for Pupil Premium pupils or individual circumstances, are available at the Headteacher's and Governing Body's discretion. Financial support in other areas, such as non-residential visits, non-residential activities, practical subjects or music tuition may also be offered at the school's discretion.

Such children may include those whose parents/carers are in receipt of:

- 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 (not Working Tax Credit, income \leq £16,190)
- Working Tax Credit run-on (4 weeks)
- Universal Credit (household income $<$ £7,400 after tax and not including benefits)

Any Pupil Premium children taking up individual music lessons will be offered 50% remission.

If you believe you may be eligible for financial assistance with the cost of school activities, please contact the school office in confidence. We encourage families eligible for Pupil Premium or in receipt of benefits listed above to apply for remission.

4. RESIDENTIAL VISITS - defined as – 'One which requires the pupils taking part, to spend one or more nights away from their usual overnight accommodation'. Part vi, Chapter iii, 462 1996 Education Act.

1. The school may charge parents for the cost incurred for board and lodgings for residential visits.
2. The schools may only charge for travel costs and other expenses incurred if they take place outside school hours.
3. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary basis (see below)
4. Where a charge is made, it will not exceed the actual cost of providing extra activity, divided equally by the number of pupils willing to participate.
5. The cost for residential trips can include an appropriate element for:
 - travel costs
 - board and lodging
 - materials, books, instruments and other equipment
 - non-teaching staff costs
 - both teaching and non-teaching staff board and lodging costs
 - entrance fees to museums, castles, theatres etc.
 - insurance
6. Full or part remission for board and lodging will be given where parents are in receipt of one or more of the benefits listed above (section 3):
7. Children with EHCPs and children eligible for Pupil Premium funding may also be offered financial support by the school.

5. NON-RESIDENTIAL VISITS: -

Trips within school time and/or visitors into school:

1. No charge will be made for visitors or non-residential activities taking place during school hours

2. An activity is deemed to take place during school hours if 50% or more of the time occupied by that period, together with any connected travel time falls during school hours.
3. School hours do not include the break in the middle of the school day.

Trips outside school time (optional extras)

1. If the visit takes place outside school hours, schools may charge parents for travel and other expenses
2. A charge will be made for optional extras
3. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary contribution basis (see below)
4. Where a charge is made, it will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils willing to participate: charges will not subsidise other pupils. Nor, in cases where a small proportion of the activity takes place during school hours, may it include the cost of alternative provision for those pupils who do not wish to participate
5. The cost can include:
 - travel costs
 - materials, books, instruments and other equipment
 - non-teaching staff costs
 - insurance costs

6. NURSERY PROVISION

All children of Nursery age are entitled to 15 hours of free government-funded education. To extend this to 30 hour provision, a charge of £92.50 per week will be made. Children eligible for 30 hours of government-funded childcare receive this for free; charges apply only to hours above this entitlement. We offer the option of the child attending for 32.5 hours a week (08.45-15.15 every day) for an additional cost of £18 per week.

7. PRACTICAL SUBJECTS:

Practical subjects such as sewing and baking require substantial levels of consumable resources.

Where parents have indicated they wish to own the finished product, we may request payment for materials or ingredients. However, no pupil will be disadvantaged if their parent/carer is unable or unwilling to pay.

8. TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT:

1. A charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours, except where it is provided to fulfil the requirements for a syllabus for a prescribed public examination or the requirements of the National Curriculum, when it must be provided free.
2. Schools will charge individual parents for any hire charges incurred.
3. Where there is a charge to be made for musical tuition or the hire of instruments, parental consent will be obtained before a pupil is given that tuition.

9. WRAP-AROUND CARE

The school Breakfast Club (07:45 – 08:45) and After-School Club (15:15 – 18:00) are provided by TopMark: please see Appendix 2 for a summary of their charges and contact details.

10. TRANSPORT:

No charge shall be made in respect of transport provided during school hours by the school or the LEA where transport is incidental to a pupil's education. A charge will be made for any transport incidental to an optional extra activity.

11. APPEALS

If you wish to appeal a decision regarding charges or remissions, please contact the Headteacher in writing. If the issue is not resolved, you may refer the matter to the Chair of Governors, who will review the case and respond within 10 school days.

12. POLICY REVIEW

This policy will be reviewed annually by the Governing Body in consultation with the Headteacher. Parents/carers will be notified of any significant changes via Parent Mail and the school website.

Approval Level:	Full Governing Body
Signed by Chair of Governors: (Catriona Scott)	<i>Catriona Scott</i>
Date approved:	May 2025
Next review date:	May 2026
Author:	Peter Clarke
Implementation date:	April 2009
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Appendix 1

SUMMARY OF LETTINGS CHARGES

	<u>ORGANISATION/CATEGORY</u>		
	A	B	D
→ <u>FACILITIES USED</u> ↓	'FRIENDS OF DALMAIN' ORGANISATION	LOCAL SCHOOLS / CHURCH AND ASSOCIATIONS	PRIVATE LETTINGS
HALL; DINING ROOM; TOILETS	N/A	N/A	N/A
WHOLE SCHOOL	N/A	N/A	N/A
RECREATION FACILITIES (THE DALMAIN PEN)	N/A	£15 PER HOUR (WINTER) £12.50 PER HOUR (SUMMER)	£20 PER HOUR (WINTER) £15 PER HOUR (SUMMER)
DUPLICATING COSTS	N/A	N/A	N/A

Amended charges for Long-Term lettings can be made at the discretion of the Governors Finance Sub-Committee

Appendix 2 - Summary of charges to parents/carers

<p>Residential courses in school time</p>	<p>Parents are required to meet the cost of board and lodging for residential visits, except for those eligible for remissions. Other costs may be met through voluntary contributions</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
<p>Activities outside school hours not within the National Curriculum</p>	<p>Parents are required to meet the full cost, except children with EHCPs and children eligible for Pupil Premium funding, where a proportion of the cost may be supported from the school budget.</p> <p>If insufficient contributions are received, the school may have to cancel the activity, but we will always do our utmost to ensure all children can participate.</p>
<p>Individual or group instrumental music tuition</p>	<p>Where the school provides an 'outside' tutor, parents will be charged for the tuition.</p> <p>Music tuition for children eligible for Pupil Premium funding is subsidised from the school's Pupil Premium budget.</p>
<p>Ingredients/materials for practical subjects</p>	<p>Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parents' inability/reluctance to pay. Where necessary, school will pay the cost of this.</p>
<p>Lost school equipment, books, etc</p>	<p>Parents may be requested to replace school equipment, books, etc. which have been lost by their child</p>
<p>Breakages and damages to school buildings, furniture or property</p>	<p>Wilful damage to school buildings or property by a pupil may be charged to parents by the school.</p> <p>This includes musical instruments on loan from the school: parents will need to pay for the cost of the repair / replacement up to a value of £50, after which it will be claimed on the school's insurance.</p>
<p>Top Mark Breakfast Club and After School Club</p> <p>Please see the school website for full details, or contact Top Mark directly.</p> <p>https://topmarksports.co.uk</p>	<p>Breakfast Club Rates: £5 per day or £22.50 per week</p> <p>After School Club Rates: £12 per day or £55 per week</p> <p>These charges are set by TopMark, not by the school. Charges are payable whether a child attends the session or not.</p>
<p>Photocopying</p>	<p>Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 5p per sheet, black and white only.</p>