



LOUGHBOROUGH  
PRIMARY SCHOOL

# Loughborough Primary School & Children's Centre

## Charging and Remissions Policy 2020 - 2021

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## **1. Introduction**

- 1.1 It is a right of every pupil to receive a free education. Activities offered wholly or mainly during normal teaching time must be made available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- 1.2 Except for a few exceptions, Loughborough Primary School is legally required to deliver education free of charge during school hours (including the supply of any materials, books, instruments or other equipment). This policy concentrates on the few instances when the academies will be allowed to charge parents. The decision to charge must be made on educational grounds.

## **2. Admissions**

- 2.1 There is no charge for admissions.

## **3. School Meals**

- 3.1 There is no charge for children who are entitled to infant free school meals or free schools meals (up to the value of a free school meal). Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the school.

## **4. Public Examinations**

- 4.1 There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school, except for resit examinations in certain cases.

## **5. Activities that take place during school hours (excluding school break in middle of day)**

- 5.1 Generally, there is no charge for activities during school hours.
- 5.2 There is no charge for transport during school hours to school-organised activities.
- 5.3 We may charge for:
- Books, materials, instruments or equipment that the parent wishes the child to own (the cost will be made clear to the parent before charge);
  - optional extras (section 6);
  - music or vocal tuition in limited circumstances (see section 9).

## **6. Non-residential activities that take place outside of school hours**

- 6.1 There is no charge for activities that take place outside of school hours when they are:
- part of the set curriculum, including sports matches against other schools;
  - part of the syllabus for a public examination that the pupil is being prepared for by the school.

### **6.2 Optional Extras.**

Loughborough Primary School will charge for optional extras. Optional extras are:

- Education provided outside of school time that is not -
  - Part of the National Curriculum

- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Part of religious education;
- Examination entry fee (s) if the pupil has not been prepared for the examination(s) at the school;
- Transport that is not taking the pupil to school or to other premises where the local authority or school 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 (e.g. breakfast clubs, after school clubs, etc.).

### **6.3 The Cost of Optional Extras**

The Headteacher will decide when it is necessary to charge for optional extras and the level of charge will be set annually by the Headteacher on the recommendation of Loughborough Primary School.

- 6.4 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 13).
- 6.5 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;
  - 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, where the tuition is an optional extra.
- 6.6 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **7. Activities that take place partly during school hours (either on or offsite)**

- 7.1 Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as outlined in Section 5.
- 7.2 Travelling time is included in the time spent on the activity.
- 7.3 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## **8. Residential Activities**

- 8.1 Loughborough Primary School will not charge for:
- Education provided on any visit that takes place during school hours except for voluntary contributions for some school trips which take place in term time;
  - Education provided on any visit that takes place outside of school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

- Travel costs where the residential activity is classed as being within school hours.

## **8.2 Loughborough Primary School will charge for:**

- 8.2.1 **Board and lodging** - when any visit is organised by the school, parents will be informed of any costs for board or lodging before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of the benefits listed in Section 12 will be exempt from paying this cost. A monthly payment plan in advance will usually be arranged for parents.
- 8.2.2 **Travel** - travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- 8.2.3 **Activities** - the school may charge for residential activities that fall outside of school hours (see section 6).

## **9. Music Tuition within School Hours**

- 9.1 Loughborough Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.
- 9.2 Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the key stage 2 Instrumental and Vocal Tuition Programme.
- 9.3 The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books and exam fees.

## **10. Extended Services**

- 10.1 Loughborough Primary School is dedicated to providing a well-rounded and extensive education for our pupils, which includes a wide range of extra-curricular activities (extended services). Extended services enable Loughborough Primary School to provide:
- High-quality learning opportunities either side of the school day;
  - Ways of intervening early when children are at risk of poor outcomes (e.g. by providing access to study support, parental support or to more specialist services – health, social care or special educational needs services);
  - Ways of increasing pupil engagement;
  - Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils;
  - Breakfast clubs.
- 10.2 The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **11. Damage to Property and Breakages**

- 11.1 When school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.
- 11.2 Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.
- 11.3 Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## **12. Remissions and Concessions**

- 12.1 Loughborough Primary School will give consideration to the remission of charges to parents or carers who receive income support.
- 12.2 Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.
- 12.3 The Headteacher will authorise the remission of charges.

## **13. Voluntary Contributions**

- 13.1 Loughborough Primary School may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. It will always be made very clear that this is completely voluntary and there is no detriment for those not paying and no expectation that parents will pay where the contribution is voluntary.
- 13.2 If an activity cannot be funded without voluntary funding, the school will make it clear to parents at the outset. If the activity is cancelled, all monies paid will be returned to parents.
- 13.3 The school must make it clear to parents that there is no obligation to make any contribution.

## **14. Inability or Unwillingness to Pay**

- 14.1 Loughborough Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.
- 14.2 The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## **15. Complaints**

- 15.1 Complaints about the implementation of this policy will be considered as part of Loughborough Primary School Complaints Procedure.

<b>Audience</b>	All Staff, Governors, Parents
<b>Date for renewal/updates/review</b>	Annually
<b>Named person responsible for monitoring</b>	Governors & Headteacher
<b>Ratified by Governors</b>	13 <sup>th</sup> January 2021