St Barnabas Primary School

POLICY DOCUMENT

Title: School Charging and Remissions Policy
Reference and Source Document: DfE Charging for school activities DfE Statutory policies for schools and academies The Education Act 1996 WCC Guidelines
The key purpose: Develop understanding of charging procedures
Lead Staff Responsibility: Head Teacher
Governing Body Responsibility: Finance and Resources Team
Reviewing Cycle and next date: Annually. Autumn 2027
Approved by Leadership Team on: 14.10.26
Approved by Governing Body on: 19.10.26

St. Barnabas CE Primary School
& Green Lane Pre-School

Christian Vision and Aims statement

Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and pre-school **all people** are **valued**, **encouraged** and **cared for**:

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, "Let the children come to me, and do not hinder them,
for the kingdom of heaven belongs to such as these."

We aim to:

Inspire *a positive approach to life and learning;*

Value and ***nurture*** *each child as an individual: developing* ***resilience****,* ***independence,*** *and an* ***understanding*** *of what they bring to the world;*

Create a rich, stimulating environment where ***achievements*** *are celebrated and* ***team work*** *and* ***co-operation*** *are expected;*

Promote ***high expectations*** *and* ***self-confidence*** *for each individual;*

Ensure each child strives towards ***excellence*** *supporting those who find learning difficult and challenging the most able children;*

Develop and foster ***motivation*** *for learning and* ***enthusiasm*** *for life;*

Promote a sense of ***belonging*** *and build outstanding* ***relationships*** *between school, home, church and the wider community.*

Help every person understand their ***unique purpose*** *and* ***place*** *in* ***God's world.***

St. Barnabas CE Primary School
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Charging and Remissions Policy

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Purposes

1. This Charging and Remissions Policy covers charges relating to educational and non-educational activities.

    a. School visits, which are planned to support classroom work, offer the pupils firsthand experience of topics being studied. This firsthand experience is an invaluable aid to the learning process. Visits also offer opportunities for the development of confidence, independence, responsibility for self and others, and a sense of adventure, which are not available in the same way in school.
    b. Extended visits over several days undertaken by the older pupils offer a very special opportunity for social, physical, emotional, and intellectual development outside the usual home/school environment, which would otherwise not be possible.
    c. Practical activities such as cookery, and work in art/craft and design technology, are important, and offer special opportunities for active learning and the development of cross-curricular skills.

2. The following guidelines set out the financial arrangements, which will apply when the above activities are under consideration.

Guidelines

1. General Principles

The school wishes to provide the best possible educational opportunities available within the funds allocated by the Department for Education (DfE). The law states clearly that education during normal school hours is to be free of any compulsory charge to parents/carers, and the school fully endorses that principle. It is recognised, however, that many educationally valuable activities will be dependent on financial contributions in whole or in part from parents/carers. Without that financial support, the school would find it impossible to maintain the quality and breadth of the educational programme provided for pupils. Where specialists are involved, or activities are organised to further enhance the curriculum provision, parents may be asked for a voluntary financial contribution.

The school's concern is to keep financial contributions for additional activities reasonable and kept to a minimum to ensure as far as possible that all students can take part, regardless of their circumstances. Any calculated contribution will not exceed the actual cost of providing the activity and will be divided equally by the

number of pupils participating. Donations from the Parent Teacher Friends Association, or any outside organisation will be taken into consideration when calculating the cost. There will be no levy, on those who contribute, to support those who can't or won't.

The school will make clear the criteria to allocate places on any activity before requesting any contribution from parents/carers as part of any information sent out to them. Explaining if insufficient funds are available for an activity requiring a voluntary contribution, it may be necessary to cancel the activity, and parents/carers will be informed of this when the contribution is requested, and any monies returned promptly. The school will decide on an appropriate level of income necessary for the activities to take place or insufficient funds to proceed with it in full.

The main exception to this is music tuition covered under The Charges for Music Tuition (England) Regulations 2007, which sets out the conditions for charging for playing a musical instrument, including vocal tuition. The school will clarify this when informing parents/carers. This is not chargeable if it is part of any curriculum activity.

2. Charges relating to Educational Activities

Payment should be made via Parentmail or Tapestry, as a school; we are working towards being cashless to minimise potential risks.

Type of Activity	Request from parents/carers
Day trip (curriculum) Visits during school time required for curriculum reasons, or for Religious Education	Voluntary contribution
Day trip (optional, outside of hours) Visits which are not specifically required for curriculum reasons or Religious Education taking place outside school time	Charge for Allowable Costs[i]
Optional Activities (outside of hours) For example – cookery club after school	Charge for Allowable Costs
Residential Trips[ii]	Charge for Allowable Costs
Classroom Materials (to own) Where the parent has indicated in advance that they would like to own the finished product	Charge for Allowable Costs
Classroom Materials (for practical activities such as cookery, DT etc.)	Voluntary Contribution

3. Letter requesting voluntary contributions

The letter requesting a voluntary contribution will,

- Explain the nature of the proposed activity.
- Explain its value in educational terms.
- Indicate the level of contribution required.
- Emphasise that there is no obligation to contribute, and that no pupil will be omitted from the activity because his/her parents/guardians are unwilling or unable to pay.
- Indicate the activity may not take place if not enough contributions are received.
- The method of voluntary contribution is to be made.

4. Remissions

The school is allocated specific funding for each child who is eligible for Pupil Premium Grant. This funding can be used to pay for extra-curricular activities for those children. Parents can access this funding by contacting the Finance Manager or by selecting the option on forms sent on Parentmail.

If you are eligible or feel you are eligible, please read our Pupil Premium advice on the website or speak to a member of the school office or leadership team. You can apply for Free School Meals using the link below, including for pre-school age children.

Apply for free school meals | Worcestershire County Council

5. Charges relating to Non-Educational Activities

Wherever possible, the school will require payment in advance of the service being provided and if not paid, this can lead to refusal of the service below, using a cashless method if possible.

6. Wraparound Provision

St. Barnabas Wrap Around Care and Green Lane Pre-School

The school provides a wraparound service from 7.30 AM to 5.30 PM. Please read our Wraparound provision policy for all information concerning this.

8.2 Our fees are:

a) Payable in advance.
b) Payable even if a child is absent for any reason, whether this is through illness or a holiday taken in term time, unless 4 weeks' notice of absence is provided in writing.
c) Payable if the session is booked and for any reason the child is unable to attend.

We understand that exceptional circumstances may arise where parents need to change the child's session. Where this occurs, parents must contact us as soon as possible so we can see if a swap is possible. We reserve the right to charge a fee of £5 where a late collection is made and/or charge a fee of £2.50 where bookings are changed.

Failure to settle any invoice in full may result in the child's place being forfeited.

We invite any parent or carer who is struggling financially to share any concerns in confidence with the Headteacher or Finance Manager so that a financial support plan can be put in place.

Green Lane Pre-School only:

If a place is forfeited or a parent should decide to withdraw a child from pre-school, please note that:

a) four weeks' fees are payable if the place is forfeited; and
b) four weeks' notice must be given of withdrawal or four weeks' fees will be charged

7. Photocopying

A4	B&W	£0.10
	Colour	£0.15
A3	B&W	£0.15
	Colour	£0.25

Use of and charging for photocopying is at the discretion of the headteacher.

8. Telephone Calls

Staff using the school telephone may do so at the normal telephone cost. Charging for calls is at the discretion of the headteacher.

9. Breakage and Fines

A charge will be levied in respect of wilful damage, neglect, or loss of school property (including premises, furniture, equipment, books, or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher or member of the Senior Leadership Team may decide.

This also applies to third party property where the repair or replacement cost has been recharged to the school. In such cases the full cost will be passed onto the individuals involved.

Penalty notice (fines) for unauthorised absence will follow the Worcestershire County Council policy, under Government regulation “The Education (Penalty Notices) (England) (amendment) Regulations 2024”, which may be updated from time to time without notice.

10. Authorisation

The policy will be reviewed annually by the Governing Body and no later than 13 months after date on this document.

Policy agreed by the governing body, and minuted on: **19.10.26**

Approved (Chair of Governors) .....

Approved (Headteacher) .....

Review policy by end November 2027 or no longer than 13 months from the date of policy being agreed to.

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[i] Allowable costs include:

1. The pupil's travel and subsistence costs
2. Materials, books, instruments, and other equipment
3. Teaching and support staff if employed to accompany the visit
4. Entrance fees to museums, castles, theatres etc.

[ii] Charges will be made for board and lodging, except for those pupils entitled to remissions – see section 4. Parents will be charged for all allowable costs[1] when the number of school sessions missed by the pupils totals half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.

Charging and Remissions Appendix 1:

Remissions for residential visits

Parents/carers who are eligible to receive the Pupil Premium element of the revised Free School Meals scheme will be exempt from paying the cost of board and lodging for residential visits.

Information below provided from the Worcestershire County Council website.

Types of Free School Meals from 1 September 2026

There will be three types of Free School Meals:

1. **Expanded Free School Meals**

Applications open from mid-June for September.

This provides:

- term time meals only

You may qualify if:

- your child attends a state school
- you receive Universal Credit with a household income over £7,400 per year or over £616 per month for the last 3 months, after tax (excluding benefits)

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2. **Targeted Free School Meals**

This provides:

- term time meals
- Holiday Activity and Food (HAF) programme support
- possible travel assistance (if additional criteria are met)
- Pupil Premium funding for the school to support your child

Benefit-based eligibility

You may qualify if your child attends a state school and you receive:

- Universal Credit with household income under £7,400 per year or under £616 per month for the last 3 months after tax (excluding benefits)
- support under Part 6 of the Immigration and Asylum Act 1999
- Guaranteed Pension Credit
- Income-based Employment and Support Allowance

Immigration-based eligibility

You may also qualify under certain immigration conditions, including:

- Zambrano carers
- Families with no recourse to public funds (NRPF) with leave under Article 8
- Families supported under Section 17 of the Children Act 1989 with NRPF
- Certain supported failed asylum seekers (Section 4)
- Chen carers
- BN(O) passport holders
- Spousal, work, or student visa holders
- Individuals with no immigration status

Financial criteria for immigration cases

- £22,700 annual income for families with 1 child
- £26,300 annual income for families with 2 or more children
- Savings must be under £16,000

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3. Universal Infant Free School Meals

This applies to families who don't meet the criteria above and children in year groups:

- Reception
- Year 1
- Year 2

Provides:

- term time meals only