



# St Mary's CE Primary School

"Nurturing Success"



## Charging and Remissions Policy

### Introduction

The Education Act 1996 requires all school Governing Bodies to determine, and keep under review, policies on charges and remissions relating to school activities.

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **School Governing Bodies cannot charge for:**

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;

### **School Governing Bodies can charge for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- music and vocal tuition, in certain circumstances
- certain early years provision;
- community facilities. Plus optional extras –
- education provided outside of school time that is not: . Part of the national curriculum a. Part of religious education
- Transport
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils. (Breakfast and After School Club)

In calculating the cost of optional extras an amount may be included in relation to

- Any material, books, instruments or equipment provided in connection with an optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- The cost of an appropriate proportion of the costs, for teaching staff employed to provide tuition for playing a musical instrument where the tuition is an optional extra

Any charge made in respect of individual pupils must 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 other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement

is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

## **Definitions**

For the purposes of this policy, the following definitions will apply.

*Charges* – the amount that a parent or carer would be required to pay in order for their child to undertake the activity.

*Remissions* – the amount or level of subsidy provided by the school towards the charge.

## **Charges**

### *Voluntary Contributions*

It is important to note that the school is able to ask for voluntary contributions from parents or carers where a child undertakes an activity for which they are not allowed to charge. The school cannot, however, insist on payment, nor can they exclude a child from any activity for which a charge is not permitted if the voluntary contribution is not made.

### ST MARY'S CE PRIMARY SCHOOL CHARGEABLE ACTIVITIES

\*Charges will be levied for:

- Pupil and adult school meals
- Any materials, books, instruments or equipment where the parent wishes the child to own them
- Music tuition outside of the curriculum
- Lettings
- Board and lodgings on residential trips
- Out of school provision (Breakfast Club and After School Club)

\*Charging Values are detailed in the Charging Framework - Appendix 1

### Pupil and adult meals

Parents will be charged per pupil meal at a rate agreed by the St Mary's Church of England Primary School Finance, Safety and Resources Committee. The charge is generally in line with the price recommended by the Local Authority. These charges will be reviewed regularly. Prices may increase in line with inflation and recommendation from the Local Authority. Adult meals are charged at the rate recommended by the Local Authority. Foundation Stage and KS1 pupil meals are not chargeable under the Universal Free School Meals scheme which came into effect on 1 September 2014. Where children are eligible for free school meals (FSM), the School Business Manager makes monthly checks with the Local Authority to ensure records are up to date.

### Property/ Materials / Books

Where a pupil wilfully or negligently damages school property or causes loss to school property, a charge may be levied to the parents for the damages. This charge will be based on estimates received for repair or replacement of the property, for which quotations will be sought in accordance with current financial practices adopted in school. The charge will be raised on a formal ERYC account, where the amount exceeds the minimum amount the Local Authority will raise an account for. If the amount is less than the ERYC minimum, St Mary's Primary School will raise a school invoice to recover the costs.

### Music tuition

Charges may be levied for tuition provided individually or to a group of pupils on a musical instrument even if within school hours, except where it is part of the National Curriculum when it must be provided

free. The cost of the music tuition provided by the East Riding Music Service is calculated annually, and charged to parents on a termly basis prior to the beginning of each term. The tuition cost to St Mary's Primary School from the East Riding Music Service is divided by the number of pupils participating, including Pupil Premium pupils. The amount is shared equally between the numbers of pupils receiving tuition irrespective of the instrument played. However, if music tuition is given on an individual basis, due to the level achieved by the pupil, an additional charge per term will be levied. If a child withdraws from the tuition within the term, full payment is still required for the full term.

Where a pupil premium grant is received, a pupil receives a contribution of £100 per year, as agreed by governors.

#### Lettings

The School Halls and Playing Fields are all available to hire in accordance with the school's booking agreement form. Private lettings after 6pm, weekends or during school holidays will be reviewed and agreed by the school on a case by case basis. All agreements with the school must remain private and confidential. All bookings will be subject to a notice period agreed in advance. Appropriate insurance and policies must be in place. All users must comply with conditions set out in the booking agreement form. The head teacher may exercise discretion with regard to any letting. Fees will be agreed on a case by case basis at the discretion of the Headteacher.

#### Residential trips

The cost of the board and lodgings is levied and a voluntary contribution towards transport and activities is requested. The residential visit is subsidised for pupils in receipt of pupil premium funding, with parents/carers making a contribution of approximately £50.00 towards the trip. The pupil premium funding contribution is variable subject to the annual costs incurred and determined by the school. Participation in the residential trip is voluntary.

#### School trips and visitors in school

By law, a charge cannot be levied for education that takes place in school hours be it on site or off site. The Governing Body invites parents and others to make voluntary contributions to the school when a trip takes place or a specialist visitor is invited to school to deliver a lesson. Where insufficient funds are received to cover the cost of the visit or activity, the event may be cancelled. All pupils, irrespective of whether their parents have made a contribution must be included in the trip or event. From the outset, parents are made aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received.

#### Sports events taking place outside of school hours

A number of voluntary sporting events take place outside of school hours. Charges are not levied for these events unless there is a specific cost to the school, then voluntary contributions may be requested. Generally, all associated costs are met from the current sports grant, including subscription fees and staff supervision time.

#### Extra Curricular Clubs

Schools are able to charge for optional activities that take place outside of school hours. Participation in any optional extra activity including sporting clubs, will be on the basis of parental choice and a willingness to meet the charges.

These charges cover:

- Materials e.g books, art materials or sports equipment
- Provision of buildings and accommodation
- Staffing and supervision of activities for Out of School Provision (Breakfast Club and After School Club)

The out of school provision provided by St Mary's Primary School, is offered in accordance with the Out of School Club Policy and Procedures. The charges are reviewed each year.

Payment for out of school clubs is due in advance. Payment can be made through childcare vouchers. If a child is in receipt of pupil premium funding, there is no charge (subject to review in line with B&A School Club Policy and Procedure). If a pupil is absent or fails to attend the clubs, then charges are still levied unless the school has been notified of this a week in advance. The charges levied reflect the cost of staff hired, insurance costs, building and accommodation, materials and books and the staff engaged in preparing meals/snacks for the provision. Flexible bookings are available subject to available places on that day. Parents may book 'on the day' or 'adhoc' sessions providing payment is received upon booking. Where parents fail to pay charges levied, the provision is cancelled in accordance with the debt recovery procedure detailed below.

#### FUNDING ASSISTANCE

Where appropriate, the Pupil Premium Grant can be utilised to offset the cost of additional charges for trips, music tuition and clubs for those eligible under the PP guidelines. In the event that a family cannot meet the charges for larger amounts such as the residential visit, the family will be encouraged to make a contribution to the visit and the School Business Manager will inform them of how to request further support from local charitable organisations. Each case is treated individually and there is no guarantee of a contribution in part or in full from a registered charity.

#### DEBT RECOVERY

##### School Meals

Where a parent owes £10.00, a reminder text is automatically issued. Where appropriate, parents are requested to provide a packed lunch for their child until such time as the debt is cleared. If the child does not attend school with a packed lunch, then the parents are contacted to request they bring a lunch. Governors recognise the well-being of the child is paramount and they would not wish to see any child without a meal at lunchtime. Parents must be mindful that in these circumstances, charges will continue to increase until the debt is paid. If after 2 reminders have been sent to the parent and no payment has been made the debt recovery procedure will start. An invoice for the amount owed to the school will be raised and passed to ERYC Debt Collection Service. This service will implement procedures to recover the debt from you.

##### Leavers

Prior to the end of the academic year, debt recovery procedures are adopted earlier to ensure any pupils leaving St Mary's Primary School in July with possible debt against their account are identified to allow procedures to be implemented at the earliest stage. In the event that debt is not recovered prior to the pupil leaving, then if a sibling is in school, the amount is transferred to their sibling. If there are no known siblings then the debt is recovered through the ERYC debt collection service.

#### DATA SUBJECT ACCESS REQUEST and FREEDOM OF INFORMATION CHARGES

Under GDPR, Article 12 (5) a response to a Data Subject Access Request (DSAR) must be provided free of charge, unless the request is deemed to be manifestly unfounded, excessive or repetitive in character, whereby St Mary's Primary School (Data Controller) can either levy a reasonable fee taking into account the administrative burden associated to providing a response or refuse to act upon the request. Under the Freedom of Information Act 2000 (FOI) any person has a legal right to ask for access to information held by the school. They are entitled to receive a copy, subject to certain exemptions. Governors determine that there is no charge for any requests for the first two hours of search time, or the first 100 pages of duplication of documents. If the cost of the request exceeds the appropriate limit, currently £450, St Mary's Primary School do not have to respond, but if do so, will charge the time and direct costs. If complying with the request is estimated to exceed £450, St Mary's Primary School will advise

and indicate what information can be provided within the appropriate limit. Where a fee will be levied the requester will be issued with a Fee Notice, setting out the fees to be charged. In determining whether the request would cost more than the limit, the school will take account of the cost of determining whether the information is held, locating it, retrieving it and extracting the information from other documents. In accordance with recommendations by ICO, staff time will be charged at the cost of £30 per person per hour, regardless of who does the work, including external contractors. The costs involved in actually considering whether the information is exempt under the Act will not be charged for, nor will the cost to redact (edit out) exempt information, or to carry out the public interest test.

**Schedule of Charges for Disbursements**

Copying or Printing out (black & white)

A4 sheet 10p

A3 sheet 15p (Larger sizes depend on costs charged to the Commission)

Copying or Printing out (colour)

A4 35p

A3 55p (Larger sizes depend on costs charged to the Commission)

Postage: At the prevailing Royal Mail rates.

## **'St Mary's Primary School Charging Values Framework – Appendix 1'**

Please note that as from October 2025, this framework is reviewed regularly at an operational level (separately to the overall charging and remissions policy which is agreed in October of each year). The charging values are updated and published in January each year. This may be subject to more frequent change in future years, dependent on market factors (e.g. pay awards/energy pricing).

### **St Mary's Primary School Charging Values Framework – Appendix 1**

<b>Chargeable Activities</b>	<b>Charges Levied</b>
Adult school meal	£3.30 +VAT (£3.96)
Pupil school meal	£2.75
Music lessons	£60.00 per term/£65.00 per term for drums as per costs in line with music service increases
Residential visits	In line with the service provider fees
School educational visits	Voluntary contributions*
Sports activities out of school hours	Voluntary contributions
Lettings (evenings)**review	£22.00 per hour (commercial users) £17.50 per hour (community users if another user is already on site)
Lettings (daytime during school holidays)**	£18.50 per hour for the hall and field £9.25 per hour (field only)
Breakfast Club (7:30 start)	£5.95***
Breakfast Club (8:00 start)	£2.95***
After School Club	£6.25 ***
Schedule for charges for disbursements	Copying or Printing out (black & white) A4 sheet 10p A3 sheet 15p (Larger sizes depend on costs charged to the Commission) Copying or Printing out (colour) A4 35p A3 55p (Larger sizes depend on costs charged to the Commission)
Postage	At the prevailing Royal Mail rates.

\* If the cost of the trip exceeds the amount of voluntary contributions, then the viability of the trip is reconsidered by the Headteacher

\*\*The Headteacher retains the right to agree individual charges for private lettings

\*\*\*Before and After School Club- prices increased marginally in Jan 2026 as explained in letter to parents 1<sup>st</sup> Sept 2025 (following wraparound review)