



Name of School: **Earls Barton Primary School**

Committee/ Person(s) Responsible: **Finance Governor**  
**School Business Manager**

Distribution : **Governors/ website**

Adopted date : 5<sup>th</sup> December 2019

Review date: January 2025

## Document Reviews

Version	Finance Governor	Adopted Full Govs	Comments	Initial
1.0		05.12.2019		
2.0		10/12/2020	Updated section on remissions policy	RA
3.0			03/02/2022 Updated school hours and remissions policy sections	RA
4.0		Dec 2022	No changes	RA
5.0		Jan 2024	No changes	RA



### **Introduction**

It is the policy of Earls Barton Primary School to provide an education without compulsory charges to parents, in accordance with The Education (School sessions and charges and remissions policies) (Information) (England) Regulations 1999 and DfE requirements.

No charges will be made for education during school hours, however a voluntary contribution may be requested from parents, in some instances to enable an activity to take place. If insufficient contributions are received however, the trip/ activity may have to be cancelled. The exception to this will be whereby the parents choose for their child to undertake music tuition.

School hours are 8.55am – 3.30pm with the exception of the lunch hour. The definition of ‘education’ includes materials, equipment and transport provided in school hours by the Local Education Authority.

### **Educational visits**

The school may ask parents for a voluntary contribution towards educational visits to cover the charges levied to the school for any travel, entrance fees, insurance etc. In the case of residential trips, all charges will be passed onto parents. The school will endeavour to keep these costs to a minimum, and will always ensure that ‘best value’ is obtained, without any profit being made.

**If insufficient contributions are made by parents to cover the costs, it may be necessary to cancel the trip or visit.** In individual cases of serious financial difficulties, parents should arrange a meeting with the Headteacher to discuss whether or not any assistance is available. The option to pay in instalments for more expensive trips will always be available to parents.

No child will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution.

### **Other Activities, e.g. Puppet shows, Artists in residence etc.**

The school may ask parents for a voluntary contribution towards the cost of external bodies coming into school to work with the children. Examples of this could be a puppet show for the children’s entertainment, Egyptian workshops, or an artist in residence. If insufficient contributions are received, the activity may need to be cancelled.

### **Design & Technology/ Art & Design/Cooking**

Parents may be asked for a contribution towards the cost of materials, in the case of Design & Technology, Cooking and Art & Design when they wish for their child to bring home an item made in school. These charges will be kept to a minimum and will only be to cover the cost of materials/ ingredients used.



### **Loss / Damages**

Parents are required to reimburse the school for any wilful damage to school property, or the misuse or loss of books and equipment by their child. The charge would be the cost of replacement or repair, whichever the Headteacher may decide. In the case of lost library/reading books, parents will be asked to reimburse the school for the cost of replacing such a book, after all efforts to find the book have been exhausted.

### **Activities Outside School Hours**

A nominal charge may be payable for participation in after school clubs which are run by the School's staff to cover the cost of equipment. For clubs run by external bodies, the charges will be determined by the external provider and payment made directly by the parent to the provider. These payments may include payment contributing to a person's salary.

Payment should be made in advance. Failure to pay subscriptions to a club may result in the child not being allowed to participate.

### **Other Charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report, completion of a passport application.

### **Remissions Policy**

If a parent /guardian of a pupil is 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 (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get) and as such are entitled to free school meals, they are entitled to remission of certain charges through the use of the pupil premium allowance allocated to all FSM pupils to cover the cost of trips and clubs. Pupil premium may also be used towards cost of external clubs, residential trips and charges for loss and damage.

Each case will be reviewed individually and proof of receipt of any of the above will need to be shown.

### **Linked Policies:**

- School Whistleblowing Policy.
- Financial Management Policy
- Income policy

