



# SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

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Executive Headteacher: Mrs Nicky Wright



## Charging & Remissions Policy

### 2023-24

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January 24	January 25
Status and Review Cycle	Statutory Annual



## **Legislation & Guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## **Introduction**

The Local Advisory Committee recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Local Advisory Committee 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.

## **Charges**

### During the school day

All activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. Voluntary contributions may be sought for activities during the school day, which entail additional costs, e.g. materials, equipment, entrance fees and transport between the school and the activity. In these circumstances, no pupil will be prevented from participating because his/her parents/carers cannot, or will not, make a contribution.

### Activities outside School Hours

Activities deemed to be optional extras, taking place outside school hours may be fully recharged to parents of pupils.

This includes residential visits, which require pupils taking part to spend one or more nights away from their usual overnight accommodation. In these circumstances, the school may charge for the cost of board, lodging and travel costs (subject to statutory exceptions) but the charge must not exceed the actual cost of provision for each pupil.

Any non-educational activities should be optional and parents should agree to their child taking part and commit to paying for these activities before a chargeable activity is arranged.

Music Tuition The school may charge for individuals or groups of two or more to receive instrumental or vocal tuition, which takes place during the school day, in instances where the parent or carer has requested the tuition. This charge may also include an element for hire of any instruments.

However, instrumental or vocal tuition, which is part of the National Curriculum or is delivered to the whole class as part of the school's timetable, cannot be charged.

### Provision of Materials

The school may charge for the cost of materials or ingredients (or request the provision of them by parents) for practical subjects where the parents have indicated in advance that they wish to own the finished product.

## **Voluntary Contributions**

The Local Advisory Committee may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. When sending out a request to parents for a voluntary contribution, the school must:

- Make it clear to parents that the contribution is voluntary.
- Make it clear at the outset that the activity cannot be funded without voluntary contributions and that if there is insufficient support it may be necessary to cancel the activity and reimburse any parents who have contributed.
- Ensure that children are not treated differently or discriminated against if their parents are unable or unwilling to contribute. All children must be given an equal chance to take part.
- If there are limited spaces then the school's policy for allocating places must be made clear at the start.

## **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the Executive Headteacher / Head of Site, in consultation with the Chair of the Local Advisory Committee, may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## **Calculating Charges**

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **General**

The Local Advisory Committee may, from time to time amend the categories for which a charge may be made.

The Local Advisory Committee reserve the right to review the Charging and Remissions Policy as necessary.

## **Remissions Policy**

Parents of Pupil Premium pupils may request assistance with charges in instances where parents are asked to contribute towards the cost of a school activity. Any parent who thinks they may qualify for Free School Meals and therefore Pupil Premium should contact the school office who can provide them with an up to date list of the criteria and provide further support in completing the necessary paperwork.

Parents of non-Pupil Premium pupils, who are in need of financial assistance are invited to apply in confidence to the Executive Headteacher for partial or full remission of charges.

## **Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the School Business Manager annually. At every review, the policy will be approved by the Local Advisory Committee.