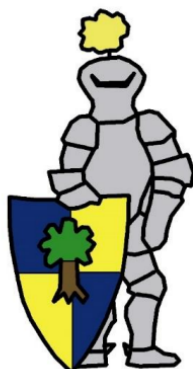


Knightwood Primary School



Charging and Remission Policy

Name of School:	Knightwood Primary School
Name of Responsible Manager/Headteacher:	Emma Clark – Headteacher
Date Policy approved and adopted:	November 2025
Date Due for review:	November 2027

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

Admissions

No charge will be made for admission.

School meals

No charge will be made for pupils entitled to free school meals. We will charge all pupils not entitled to free school meals an amount determined by the cost of the Aspens provision. School meals must be paid for in advance, or at latest on the morning on which they are taken. In the event of nonpayment for school meals parents will need to provide a packed lunch.

Activities for pupils that take place during school hours

(School hours are those when school is actually in session and do not include the break in the middle of the school day).

No charge will be made for activities provided during school hours (with the exception of music tuition – see section 7).

A voluntary contribution may be requested to help with transport costs to activities during school hours e.g. to swimming.

A charge may be made to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.

Activities for pupils that take place outside school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is:

- a) A necessary part of the curriculum
- b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c) Part of the school's basic curriculum for religious education.

Optional extras:

We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge

(including any remissions) will be set annually on the recommendation of the Headteacher and the Governing Body.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs we can legally recover are as follows:

- a) Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- b) Non-teaching staff
- c) Any materials, books instruments or equipment provided in connection with the optional extra.
- d) Transport to an activity outside school hours.

Activities that take place partly during school hours either on or off site (nonresidential)

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours and will apply the same criteria to charging as set out in section 3.

If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours and will apply the same criteria to charging as set out in section 4.

Residentials

Residentials are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.

Board and lodging:

We will charge pupils an amount up to the full cost of board and lodging on residential whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging (see section 9 of guidance for details of legal entitlements to remissions).

Travel

If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement) although a voluntary contribution may be sought.

Where a residential is classified as being outside school hours, a charge will be made for

travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).

Activities on residential

If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge will be made for the educational activities provided (see section 5).

Music tuition within school hours

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).

No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (wider opportunities). This includes instrument hire, music books etc.

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and the Governing Body and may vary depending on size of group, length of lesson and type of instrument.

No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.)

Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for the cost of tuition for up to one instrument for pupils on free school meals as defined in section 9 of guidance as well as in certain other circumstances (eg for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.

Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property. This will be determined by the Headteacher.

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

Remissions and concessions

We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible. Parents qualifying for remission will be in receipt of the following :

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999

- Child Tax Credit, provided that you are not also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs.
- The guaranteed element of the State Pension Credit.
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods.

The Headteacher should tell all parents of the right to claim free activities if they are receiving these benefits.

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The headteacher, in consideration of each individual claim, may apply discretion to support applications from those who qualify for the any of the above for financial support up to a certain amount. In these cases, consideration must be given regarding any concessions that have already made within the academic year. The circumstances in which concessions are applied will be reviewed regularly.

Voluntary contributions

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging.

Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

Data Protection Act, Pupil Information regulations and Freedom of Information Act
The Governing Body has determined:

- To charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998
- To charge a fee not exceeding the cost of supply in respect of a request made under the Education Pupil Information regulations 2000
- To charge a fee in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.