



Introduction

This Charging & Remissions Policy is guided by the DfE document 'Charging for School Activities' October 2014. The policy sets out the charges and remission for school activities as required by the Education Act 1996 sections 449-462 and the subsequent guidance issued to schools by Department for Education (DfE).

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents/carers ability to help meet the cost.

The Governing Body will be mindful of financial circumstances of families and will demonstrate appropriate discretion in the application of this policy.

No charges will be made for activities that are not included in the charging and remissions policy. The policy defines each type of activity that will be charged for and when charges apply.

The school cannot charge for education during school hours, including any materials, books, instruments or other equipment, subject to the exceptions referred to in this policy.

If a charge is to be made for a particular type of activity, for example optional extras, parents/carers will be advised of how the charge has been calculated, who may benefit from school subsidy (remissions) and how to apply.

The school will inform parents/carers on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of activities.

This policy sets out circumstances in which the school proposes to remit or subsidise (wholly or in part) any charge which would otherwise be payable to them in accordance with the policy.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	1 of 14



Education

The Governing Body **cannot** charge for:

- An admission application to the school.
- 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 curriculum¹, 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.²

The Governing Body **can** charge for:

- School meals (except for those entitled to free school meals) at lunch time.
- Materials, books, instruments, or equipment, where the students parent/carer wishes to own them.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology where pupils take home the finished product.
- Optional extras.
- Music and vocal tuition, in limited circumstances .
- Community facilities [s.27(1) Education Act 1996]

¹ It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).

² If a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	2 of 14



School Meals

Payment for school meals (dinner money) must be made by parents/carers weekly in advance. This would normally be the Monday of the week ahead for which the meals are being provided.

Payment for meals must be made via the schools payment system namely Parent Pay. In using the Parent Pay payment system parents/carers have the option of paying for meals either online or via a Pay Point card.

Students will not be provided with a school meal unless it is paid for, except for those pupils that are entitled to free school meals or infant free school meals. If parents/carers believe that their child may qualify for free school meals, they are advised to contact their Local Authorities.

Liverpool City Council <https://liverpool.gov.uk/benefits/free-school-meals/>

Knowsley Council <https://parentportal.knowsley.gov.uk/web/portal/pages/parents/travel-and-free-school-meals>

Students who are not entitled to free school meals will be charged a set amount of per day decided by the Governing Body and is reviewed annually. A set lunchtime meal (meal, desert, water) is £2.95. (at 01/09/23).

Access to free school meals is a statutory (legal) entitlement and it is important that parents/carers register for free school meals if they are eligible, to enable the school to secure funding for Pupil Premium Disadvantaged Funding.

Arrears of dinner money from the sale of school meals will be pursued by the school on a weekly basis in accordance with *LCCs Debt Management/Recovery Policy (see Appendix 10, LCCs Finance Regulations & Procedures)*.

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Headteacher on the recommendations of the Finance Committee. The charges, when determined, will be published on the school's website and appended to this policy. Optional extras are:

- Education provided outside of school time that is not:

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	3 of 14



- part of the national curriculum
- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Extended day services offered to students. Charges will cover the costs of teaching staff, support staff who are engaged to provide the activity or brought in to run the club for example.
 - breakfast club
 - after-school clubs
 - supervised homework sessions
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- Board and lodging for a pupil on a residential visit.
- Visits to school by professionals for example theatre groups, dancers, musicians, artists etc.
- Trips for example theatre performances.

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

- Materials, books, instruments, or equipment provided in connection with optional extra.
- The cost of buildings, insurance and accommodation
- Support staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of an individual student will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It **cannot** include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge **cannot** include the cost of alternative provision for those pupils who do not wish to participate.

No charge will be made for supply teachers to cover for those teachers who are absent from school, accompanying pupils on a residential visit.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	4 of 14



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 pre-requisite for the provision of an optional extra where charges apply.

When the school provides an optional extra the Governing Body may decide to reduce the cost of the optional extra to those students who are eligible for free school meals.

Voluntary Contributions

There is nothing in legislation that prevents the school from asking for voluntary contributions. The Governing Body is therefore permitted to ask for voluntary contributions for the benefit of the school or any other school activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will also make it clear to parents/carers that there is no obligation to make any voluntary contribution.

- The Headteacher will make it clear to parents at the outset that an activity cannot be funded without voluntary contributions.
- The Headteacher will also make it clear to parents that there is no obligation to pay.
- In making requests for voluntary contributions, parents will not be pressurised into paying as it is voluntary and not compulsory.
- No student will be excluded from an activity because their parent/carer is unwilling or unable to pay. Students will be given an equal chance to participate in an activity.
- The Headteacher will make it clear at the outset what the policy will be for allocating places for school visits.
- If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it will be cancelled and all monies paid will be returned to parents/carers.

Music Tuition

The law states that all education provided during school hours must be free; however vocal and music tuition is an exception to that rule.

The Charges for Music Tuition (England) regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges can be made for vocal or instrumental tuition provided individually, or to groups of any size provided the tuition is provided at the request of the student's parent/carer.

Charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	5 of 14



No charge will be made in respect of a student pupil who is looked after by the LA. (*Within the meaning of section 22(1) of the Children Act 1989*).

Transport

The Governing Body **cannot** charge for:

- Transporting registered pupils to or from the school premises, where the Local Authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential Visits

The Governing Body **cannot** charge for:

- Education provided on any visit that takes place during school hours [*s.452 Education Act 1996*]
- Education provided on any visit that takes place 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The Governing Body **can** charge for:

- Board and lodgings and the charge must not exceed the actual cost.

When the school informs parents/carers about forthcoming visits, it will be made clear that parents/carers of students entitled to free school meals, will be exempt from paying the cost of board and lodging.

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

However, a charge can only be made for the activity outside school hours if:³

- It is not part of the national curriculum,

³ See details included in Appendix 1 for determination of school hours and required charge.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	6 of 14



- Not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and
- Not part of religious education.

Specific Activities and Associated Charging

As a result of the guidance issued by the DfE in October 2014 the following charges have been agreed by the Governing Body.

The school will apply the criteria issued by the DfE in determining whether education activities are provided within or outside of school hours.

Visits and Trips

If the visit or trip is designed to meet a statutory requirement such as being:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

No charge will be made for the activity or trip and transport associated with it. The cost of board and lodging of a residential visit may be charged, but remitted in full for families in receipt of specified benefits. (See Remissions Policy Page 9)

Activities or Trip (Non-residential) During School Hours

If the activity or trip is **not** designed to meet a statutory requirement such as:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

No charge will be made for the activity or trip and transport associated with it.

Activities or Trip (Non-residential) Outside of School Hours

If the activity or trip is **not** designed to meet a statutory requirement such as:

- Required as part of the national curriculum.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	7 of 14



- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

The full cost of the trip will be charged. Any remission of charges is at the discretion of the Headteacher.

Activities or Trip (Residential) During School Hours

If the residential activity or trip is **not** designed to meet a statutory requirement such as:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

A charge will be made for the board and lodging element only of the trip.

This charge will be remitted in full for families in receipt of specified benefits (See Remissions Statement Page 9)

Activities or Trip (Residential) Outside of School Hours

If the activity or trip is **not** designed to meet a statutory requirement such as:

- Required as part of the national curriculum.
- Part of the Syllabus for a prescribed public examination that the student is being prepared for at the school.
- Part of religious education.

The full cost of the trip will be charged. Any remission of charges is at the discretion of the Headteacher.

See Appendix 1.

Voluntary Contributions will be requested from parents in relation to all activities and trips. No student will be treated any differently according to whether or how much their parent/carer has contributed.

Activities or trips for which voluntary contributions are requested from parents/carers will be subject to cancellation if insufficient voluntary contributions are received.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	8 of 14



Students not Registered at the School

The school may charge students who are not registered at the school for education provided or for facilities used by them belonging to the school.

Music Tuition

- A charge will be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum.
- Parents are required to complete documentation issued by the school to request the provision of music tuition.
- Parents/Carers will be asked to make a terms commitment in advance of the tuition.
- All payment details will be entered onto Parent Pay for parents to access and make the necessary payment to school.
- Parents/Carers will be required to terminate music tuition at least one term in advance and in writing to the teacher in charge of music. If a student does not attend music tuition for any reason other than school absence no refund of fees will be given.
- Tuition will be cancelled if payment is not received in advance. However parents/carers will still be liable for settling any outstanding amounts.
- The school reserves the right to terminate tuition if it does not consider groups to be viable, or if progress and or commitment are unsatisfactory. This will always be done with the consultation of instrumental teachers and parents/carers.
- Tuition is provided and charged externally to the school

A charge will not be made for teaching that is considered to be an essential part of the national curriculum.

A charge will not be made in respect of a student who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

Textbooks and Materials

- Textbooks are provided on loan free of charge, but in some subjects, additional revision guides are available, for which a charge is made.
- Textbooks and other publications which are on loan to the student must be returned at the end of the agreed loan period.
- A charge may be levied in respect to books which are lost, damaged or defaced. This cost will not exceed the replacement value.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	9 of 14



- Where a student wishes to retain items produced as a result of art, textiles, design and technology, a charge may be levied for the cost of the materials used.
- The school may make a charge if any food ingredients are provided to students as part of Food Technology lessons.

Examination Charges

An examination entry fee will be charged to parents/carers in the following circumstances:

- The student was not prepared for an examination at the school.
- The School has, for educational reasons, determined that the student should not be entered for the examination, but the student's parents or carer has requested such entry, notwithstanding notification of such reasons.
- Where a student fails without good reason to complete the requirements of any public examination where the Governing Body or Local Authority (LA) originally paid or agreed to pay the entry fee.
- A charge may be levied for students re-sitting an examination

Curriculum Items

- A charge may be made to provide items of clothing incidental to the education provided for example aprons for Food Technology.

Student Bus Pass

- The school will sell termly vouchers for student Bus Passes issued by Merseytravel. The cost of the voucher will be the Merseytravel student bus pass cost less £5.00.

Locker Key

A non-refundable charge of £5.00 per key is made for the rental of a locker in school. Replacement of a lost key is charged again at the same rate. Keys are required to be returned to the Finance Department when a student leaves the school.

Damage/Loss to Property

- 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 may decide.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	10 of 14



Lettings

- The School will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee **and included in the Premises Hire Policy.**

School Minibus Travel

- The school holds permits issued under Section 19 of the Transport Act 1985 for its two minibuses and as such can make a charge for the use of these vehicles.
- The charges made are to recover the cost of running the vehicle, including loss of value. The service may not make a profit either directly through the fares charged or incidentally as part of a profit making activity.
- The use of the minibuses for such activities is made in agreement with the school insurers.

Other Charges

- The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Approval Date	Review Date	Page
25.06.2008	8.0	15 May 2023	17.05.23	Summer 24	11 of 14



Remissions Policy

Where the parents/carers of a student are unable to meet any one of the charges the school may make, they can apply in writing and complete confidence, to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Finance Committee will make any authorisation of the remission of charges.

Pupils whose parents/carers are in receipt of relevant government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school visits/trips.

- Income Support (IS).
- Income based Jobseekers Allowance (IBJSA).
- Support under part VI of the Immigration & Asylum Act 1999.
- The guarantee element of the State Pension Credit.
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the limit for that tax year.
- The guarantee element of State Pension Credit.
- An income related employment and support allowance that was introduced on 27 October 2008.

The identity of the child or parents/carers of the child who did not want to make the payment/charge, or could not make the payment/charge, will not be disclosed.

Review and Approval

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Review Date	Page 12 of 14
25.06.2008	7.0	26 September 2022	Autumn 2023	



This policy will be formally approved and minuted by the Finance and Premises/Health & Safety Committee on an annual basis and be made available on the school's website.

Approval Date: 17 May 2023		
	Signature	Date
Chair of Governors		
Chair of Finance Premises/Health & Safety Committee		
Headteacher		

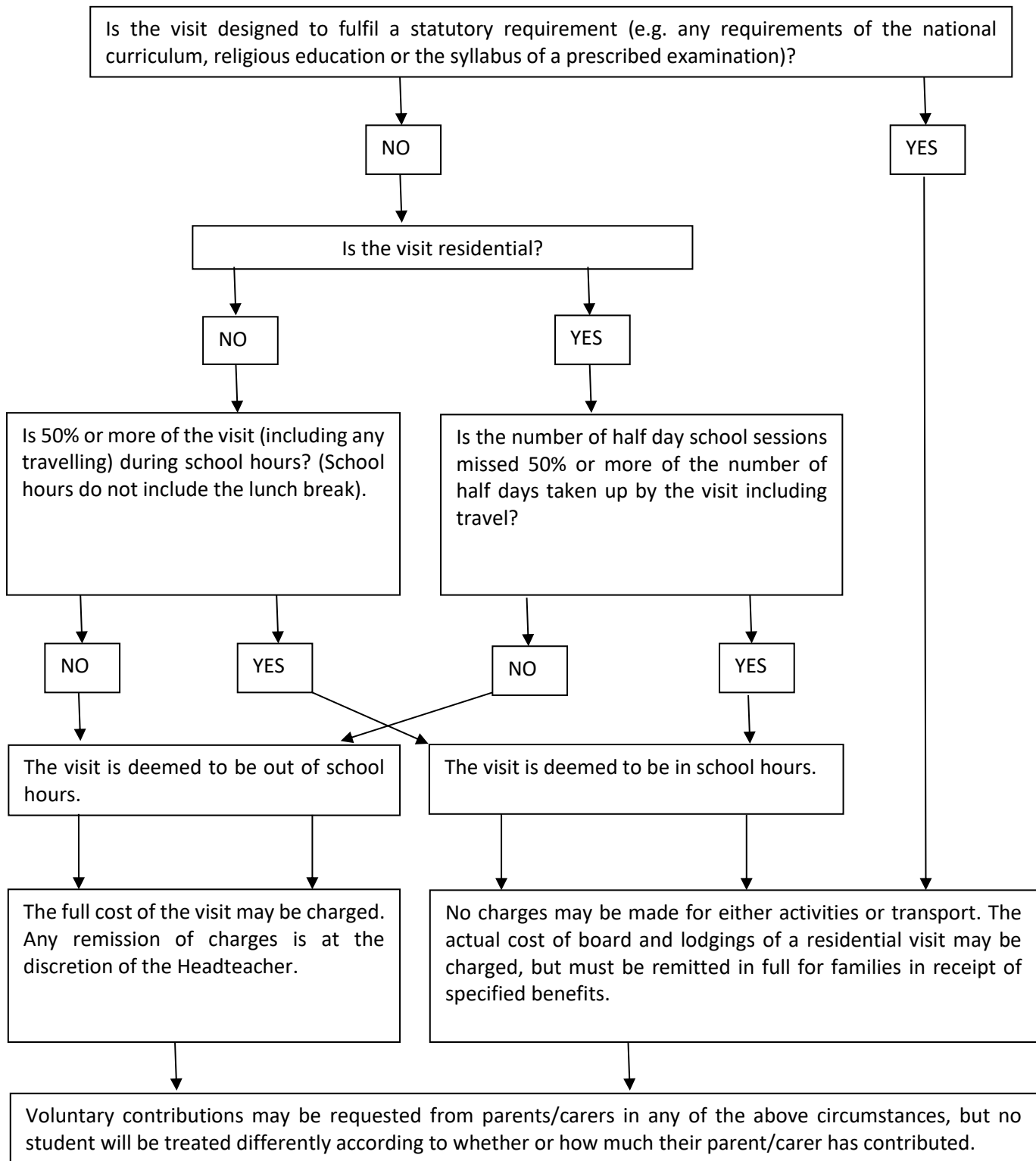
Date last reviewed: *May 2023*

Next review date due: *May 2024*

Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Review Date	Page 13 of 14
25.06.2008	7.0	26 September 2022	Autumn 2023	



Appendix 1



Creation Date	Version	Reviewed with change Mrs J Ruddock DfE Guidance October 2014 & LCC Finance Procedures Nov 21	Review Date	Page 14 of 14
25.06.2008	7.0	26 September 2022	Autumn 2023	