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Primary & Nursery School

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Policy for Charging and Remissions



Policy last reviewed and updated by Governors:	September 2025
Date interim amendments made (if any):	
Date for next review:	September 2026

Victoria Site: Victoria Road, Burton upon Trent, Staffordshire. DE14 2LU
Orchard Site: Belvoir Road, Burton upon Trent, Staffordshire. DE13 0RA

A place where
children **CAN**



Policy Consultation & Review

This policy is available on our school website and is available on request from the school office.

This policy will be reviewed in full by the Governing Body on at least an annual basis.



Contents

1. Aim	4
2. Responsibilities	4
3. Definitions	4
4. Prohibition of Charges	4-5
5. Charges	5
6. Remissions	6
7. Voluntary Contributions	6
8. Charges from May 2025	6-9

Appendices

1		
2		
3		
4		
5		
6		
7		

1. Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

2. Responsibilities

The Governors are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher.

3. Definitions

- **Parents** – Any person with parental responsibility for a child
- **Community Facilities** – activities which the governors do not feel is of direct educational benefit to children at the school.
- **Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends.
- **External Lettings** – letting to an organisation other than the school.
- **Charge** - this is an amount of money that must be paid in order for a child to participate in an opportunity e.g. the cost of board and lodgings on a residential visit where the family are not on the prescribed benefits listed in Section 6.
- **Voluntary Contribution** - this is an amount of money that school would like families to contribute towards the cost of an opportunity in order to make it financially viable. There is no obligation to pay a voluntary contribution but without enough contributions, an activity might be cancelled entirely.
- **Remission** – this is an amount of money that school will or might agree to provide to fund an opportunity for a child. Governors will make provision for all statutory remission requirements e.g. using the relevant Pupil Premium funding to pay for a residential experience for a child with a legal entitlement. Governors might, if funding allows, agree to provide financial support to pupils who are not legally entitled to remission, but does so entirely at their discretion

These charges apply to all the school sites.

4. Prohibition of Charges

The Governors recognise that the legislation prohibits charges for the following:

- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 the school's basic curriculum for religious education;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority 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 trip

5. Charges

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual or group tuition in the playing of a musical instrument
- (d) costs of non-prescribed examinations where no further preparation has been provided by the school
- (e) any other education, transport or examination fee unless charges are specifically prohibited
- (f) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (g) extra-curricular activities and school clubs
- (h) letting of the school premises or grounds
- (i) extended school care activities such as breakfast club, after school club, holiday clubs and "wrap around" nursery provision
- (j) charges for materials or ingredients where the pupils wish to have the finished product.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including services (heat and light), staffing (security, caretaking and cleaning), administration, wear and tear (sinking fund).

6. Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the partial remission of charges for board and lodging costs during residential school trips.

The relevant support payments are:

- (a) Income Support;
- (b) Income Based Jobseeker's Allowance;
- (c) Income-related Employment and Support Allowance
- (d) Support under part VI of the Immigration and Asylum Act 1999;
- (e) The guaranteed element of Pension Credit
- (f) Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- (g) Working Tax Credit run-on – paid 4 weeks after you stop qualifying for Working Tax Credit
- (h) Universal Credit – if you apply on or after 1st April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get)

7. Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- (a) Entry fees and transport costs for educational trips, theatre visits etc
- (b) Charges made by visiting specialists (musicians, artists etc)

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents:

- (a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- (b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but will be funded through the delegated budget, school fund or other fundraising, where possible. Should this not be a viable option, the school reserves the right to cancel any trip or visit, where contributions or available funds are not sufficient to cover the costs in full.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

This policy will be reviewed annually.

8. Charges from 1st May 2025

School Activities

- | | |
|------------------------------------|---|
| • Residential visits | Charges notified each year |
| • After-School clubs | Charges notified when new clubs are announced |
| • School Meals | £2.70 per day |
| • Breakfast Club Daily Rate | £2.50 charge per child for breakfast and childcare |

Breakfast Club should be booked in advance via **ParentPay**, by midnight each Sunday, for the week ahead. This will be charged for at the time of booking.

Reception Class milk for over 5's **£4.00** per half term.

We understand that under 'The Requirements for School Food Regulations 2014', we must make lower fat milk available for drinking at least once a day during school hours at a fair cost or free of charge to all pupils who are entitled.

Up to one third of a pint of milk is available to all children free of charge, regardless of their family circumstances up to the age of 5. When a child has their 5th birthday, there may be a small charge made towards the cost of continuing to provide this single portion of milk to those parents who want their children to continue receiving it.

Children who have reached the age of 5 and have not yet reached the age of 19 can continue to receive free school milk if their family is in receipt of one of the prescribed benefits. Details of those benefits can be found at <https://www.gov.uk/apply-free-school-meals>.

In the case of infant pupils who are entitled to a Universal free school meal, milk must be offered free to those pupils where it forms part of the school lunch. If milk is offered at any other time during the school day, it will only be free for those pupils with an underlying entitlement to free school meals and in receipt of one of the prescribed benefits. A parent who wishes their child to receive more than one portion of milk per day must pay the full cost of each additional portion, even when their first portion is free due to an entitlement.

For more information about our milk scheme and the current charges please see the school office.

School Dinners **£2.70** per day

School dinners are available to all pupils at the cost stated above. School dinners are **free** for all those in years **Reception – Year 2** as part of the Government-Funded **Universal Free School Meals** programme. Dinners are also free for all parents in receipt of specific benefits, listed in **Section 6**. Information on how to apply for free school meals is available from the school office and can be found via <https://www.gov.uk/apply-free-school-meals>. Even if your child qualifies for Universal Free School Meals (**UFSM**), you can still apply if you are in receipt of any benefits in **Section 6**, as this may help the school to receive extra funding and provide you with the additional benefits and remissions available to those on means-tested benefits.

Payment for school dinners is to be made in advance, by midnight each Sunday, for the week ahead, via **ParentPay**. Parents will be asked to pay for these meals in advance, where applicable.

Should a child arrive at school without ordering and/or a packed lunch, we will telephone home in the first instance to establish if alternative arrangements have been made. If no alternative arrangement is in place, we will suggest that, before lunchtime, the parent should bring to school a suitable packed lunch.

For **school trips and visits**, all children entitled to Universal Free School Meals **and** Means Tested Benefit-related free school meals, will automatically receive a packed lunch to take with them. No packed lunches from home will be permitted for those receiving free school meals.

Additional Childcare Costs

- Lunchtime supervision **£3.00** per day
(For Nursery children staying in School during the lunchtime period to cover childcare costs. This will apply to those who are in Nursery for the 30-hours provision also. A packed lunch will need to be provided)
- Lunchtime supervision including lunch **£5.00** per day
(As above, this will cover childcare costs and a hot lunch for Nursery children staying in School over the lunchtime period. Childcare and lunch costs will be billed separately)
- Additional half-day Nursery fees **£17.50** per half-day
*(This **does not** include any lunchtime supervision or lunch costs)*
- Additional full-day Nursery fees **£35.00** per full-day
*(This **will** include lunchtime supervision and lunch costs)*
- Late collection charges **£6.00** per late collection after 15 minutes
*(This will apply to those not collected 15 minutes after the end of school/club/trip. It will apply to each child looked after and will **double** if a further half hour elapses, and for any subsequent half hours.)*
- Nursery Late Collection Charges **£6.00** per late collection 10 minutes after the end of the session

Letting Fees

- Hall or Gym or Library **£15.00** per hour before 6pm (Term-time only)
£22.50 per hour after 6pm (Term-time only)
- Grounds (Orchard) **£15.00** per hour for training sessions only.
- Grounds (Victoria Road) **£15.00** per hour
- Classroom / Nursery **£10.00** per hour before 6pm (Term-time only)
£17.50 per hour after 6pm

Fees include the cost of caretaker on site, use of toilets, cleaning, heat and light.

Lettings for use of the former Nursery building on York Street, for election hire will be charged at cost.

Private Telephone calls

- Calls **25p** per minute
- Calls to mobiles **50p** per minute (no international calls)

Private Photocopying

- Black and white **20p** per A4 sheet
25p per A3 sheet
- Colour **30p** per A4 sheet
40p per A3 sheet

Additional Administration

- Passports **£12.00** per passport countersign
(*Headteacher to countersign passport documentation*)
- Letters of Attendance **£10.00** per letter
(*For organisations such as the Home Office, Solicitors, and the Job Centre*)

Data Protection Act 1998 / Freedom of Information Act 2000

The maximum charge for requests for information under the Data Protection Act is £10. Requests for information under the Freedom of Information Act are usually free of charge. However, the Governors may charge a fee for the cost of locating, retrieving and extracting the information up to a maximum of £450 (which is determined by any one person carrying out 18 hours of work at a set charge of £25 per hour). Reasonable charges may also be made for disbursements (eg photocopying and postage).

Declaration that this policy has been submitted to Governors for perusal and approved for publication

Signed:	Dated:
Mr Smith Head Teacher	

Signed:	Dated:
Chair of Governors Mr Evans	

