



Charging and Remissions Policy

Berkeley Primary School

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Author	Anna Cvijetic



1. Aim

The aim of this policy is to set out what charges should be levied for school activities, what remissions could be implemented and the circumstances under which voluntary contributions can be requested from parents.

2. Responsibilities

The governing body of Berkeley Primary School is responsible for determining the content of the policy and the Headteacher for its implementation. Any decisions with respect to individual parents will be considered by the Headteacher.

The governing body should make all users aware of local safeguarding procedures, especially when the school is being let during the normal school day. The governing body must ensure that all site users have their own safeguarding procedures in place and all staff are aware of their content. Safeguarding procedures should be equivalent to those adopted by the Local Safeguarding Children's Board (LSCB) within North Lincolnshire.

3. Prohibition of Charges

In line with DFE guidance, the governing body will not charge for any of the following:-

- education provided wholly or mainly 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 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;
- 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;
- education provided on any trip that takes place wholly or mainly 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 religious education;
- supply teachers to cover for those teachers who are absent from the school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school;
- transport provided in connection with an educational trip that is wholly or mainly in school hours.



4. Charges for Curricular Activities

- a) board and lodging on residential visits (not to exceed the costs incurred)
- b) the proportionate costs for an individual child taking part in activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - i. travel
 - ii. materials and equipment
 - iii. staffing costs
 - iv. entrance fees
 - v. insurance costs
- c) individual tuition in the playing of a musical instrument
- d) re-sits for public examinations where no further preparation has been provided by the school
- e) costs of non-prescribed examinations where no further preparation has been provided by the school
- f) any other education, transport or examination fee unless charges are specifically prohibited
- g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- h) extra-curricular activities and school clubs.

5. Concessions

Where the trip takes place wholly or mainly during school hours, children will, in addition to having a free school lunch entitlement, also be entitled to concession of these charges if their parents are in receipt of any of the following support payments:

- a. Income Support
- b. Income-based Job Seeker's Allowance
- c. Income-related Employment Support Allowance
- d. Support from NASS under part 6 of the Immigration and Asylum Act 1999
- e. The Guaranteed Element of State Pension Credit
- f. Universal Credit (with no Working Tax Credit) and an annual income of no more than £16,190 (if you get a legacy benefit)
- g. Working Tax Credit 4-weeks run-on.
- h. 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)

A similar entitlement to concessions applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

In respect of (f) above, the amount taken into account will be revised periodically in line with changes to the amount published by the DFE.

6. Voluntary Contributions

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

- School visits
- Baking activities
- 'Enrichment Activities' at the school where external companies are used to support the curriculum



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

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- 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.

Voluntary contributions will be used to supplement the cost of:

- entrance fees, workshops and transport
- resources
- 'Enrichment Activities'

There is no obligation for parents to make a contribution but if insufficient contributions are received, the activity may be cancelled.

7. Charges for Extended Activities

Charges are made for optional and extended activities provided in or around the school on behalf of the school. These fall under the following three broad categories:

- *Educational activities:* Activities organised or commissioned by schools for the benefit of their own pupils such as study support and other enrichment activities.
- *Non-educational activities:* Extra-curricular activities organised by schools or recreational activities for school pupils.
- *Community programmes:* Activities organised for the benefit of the wider community, often run with or by external groups.

Charges are made for renting or leasing part of the school premises or use of school equipment. A schedule of charges for individual activities currently provided on or around the school site is available on request.

8. Charges for Late Collection of children

The following applies for late collection of children:

- *All parents/carers should be onsite and ready to pick up their children when school learning ends at 3:15pm.*
- *Children who are not picked up by 3:15pm will be taken to the front office where parents will be contacted by school staff. They will then be supervised by staff in the front office or taken to Mrs Cvijetic's office.*
- *If it is the first occasion of late collection then no charge will be made for the supervision of the child.*
- *There will be a charge of £20 per hour per child applied to contribute to the cost to the school for supervision of children if one of the following applies:*
 1. A second occasion of late collection with no notification made by the Parent/Carer.
 2. A third repeat occurrence of late collection by the Parent/Carer with a notification.
- *The charge of £20 per hour per child will be added to your Parent Pay account. For example, if two children are collected late in the above circumstances, the parent would be charged a total of £40 for their supervision.*