



**Sheep Dip Lane**  
PRIMARY SCHOOL

# Charging & Remissions Policy

## September 2019

Status	Statutory
Governing Body Committee	Finance, Facilities, Human Resources, Premises (FFHR)
Responsible Persons	Mrs F Parish Head Teacher Mrs S Foster School Business Manager
Date the policy was agreed	Sept 2018 & updated Sept 19
Review date	Sept 2020

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**Sheep Dip Lane**  
PRIMARY SCHOOL

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## **Sheep Dip Lane Primary School: Charging & Remissions Policy**

### **Reviewed: September 2018, Sept 19**

### **Introduction**

This charging policy has been compiled in line with DfE requirements - *DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities*. October 2014.

#### **Basic Principles**

In our school there is a particular emphasis on direct/first hand experiences. Day visits to local places of interest form a prominent feature in our curriculum, as do visits further afield for a longer duration. We would endeavour to maintain this as part of our school policy.

School governing bodies and local authorities, cannot charge for:

- An admission application to any state funded 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 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
- 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; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Optional extras (see details below)
- Music and vocal tuition, in limited circumstances i.e. music exams
- Certain early year's provision
- Community facilities

#### **Optional extras for which the school can apply a charge**

- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast club, after-school clubs)
- Education provided outside of school time that is not:
  - a) Part of the national curriculum;
  - b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) Part of religious education.

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)

### **Voluntary Contributions**

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds. School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These activities are made possible through the voluntary contributions of parents.

Examples where parents may be asked for a voluntary contribution include:

- Non-residential school trips
- Enrichment activities

Any short fall in contributions to the total cost of the trip may result in the trip being cancelled. If a planned activity has to be cancelled any monies received will be returned.

No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

### **Activities for which the school will apply a charge**

#### **After School Club**

The School will charge parents for these services, out of school hours, and the scale of charges will be approved by the Governing Body on an annual basis.

#### **Ancillary Services**

The School may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is a one-off, the Headteacher or Finance Committee may approve the charge.

### **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 approved annually by the Finance Committee.

### **Remissions Policy**

Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil Premium\*.

Charges for board and lodging on residential trips will be remitted for parents in receipt of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999

- The guarantee element of State Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- Working Tax Credit. This also applies to parents who start working less than 16 hours per week
- Universal Credit, your annual net earned income must be no more than £7,400, as assessed by earnings from up to 3 of your most recent assessment periods

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

The Head Teacher, School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

\* This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

#### **Extra Curricular Activities run by External Providers**

External providers will set and collect their own charges.

#### **Other Charges**

The Headteacher, School Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying, supply or materials or ingredients if parents indicate in advance a wish to own a finished product.

#### **Breakages & Damages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Head Teacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

#### **Scale of Charges**

These will be approved by the Governing Body on an annual basis.

Policy Agreed: 30th September 2018 & updated September 2019

Signed Head Teacher:



Signed: Chair of Governors:

*J. Wright* 18/09/19

Policy to be reviewed in Autumn 2020