

RAYNHAM  
PRIMARY SCHOOL



# Charging and Remissions Policy

Reviewed February 2021

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'A Guide to the Law for School Governors – Chapter 23, January 2010.

In accordance with these guidelines Raynham Primary School:

- Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA) or by the school to carry pupils between the school and an activity.
- Will not charge for any activities which take place in School time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.
- May charge for School-Time activities by inviting parents and others to make **voluntary** contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- May charge for board and lodgings on residential courses, except for pupils whose parents are receiving:
  - ☐ Universal Credit with an annual net earned income of **no more than £7,400**
  - ☐ Income Support
  - ☐ Incomebased Jobseeker's Allowance
  - ☐ Income-related Employment and Support Allowance
  - ☐ Support under Part 6 of the Immigration Act 1999
  - ☐ The guaranteed element of Pension Credit
  - ☐ Child Tax Credit (**with no Working Tax Credit**) with an annual gross income of no more than £16,190;
  - ☐ Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits.

- May permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- May charge for activities (optional extras), which happen outside School hours when these activities are not necessary part of the National Curriculum.
- Parents are asked to contribute towards replacing damaged or lost school property caused wilfully or negligently by their children.

- Any debts incurred by the school will be written-off in accordance with the regulations detailed in the Academy Finance Manual.
- The Governors will review the lettings charges levied by the school on an annual basis.
- The Governors will review this policy on an annual basis.

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