

Cheadle Primary School



Charging and Remissions Policy 2026/27

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.

Hirers must agree to follow the Cheadle Primary School Lettings Conditions of Use (available at www.cheadle-primary.staffs.sch.uk) and are required to provide a copy of their public liability insurance prior to the commencement of the letting.

Responsibilities

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

Definitions

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

Remission – where a charge is not payable, either in full or in part

Sinking Fund – a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Board of the school recognise that the legislation (subject to limited exceptions) 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 (Wider Opportunities);
- 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;

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- 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 board 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 but the school may ask for a voluntary contribution;
- pupils participate in swimming lessons during school time and lessons are part of the National Curriculum. No charge is made for this activity.

Charges

The Governors have agreed that charges may be made for the following:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs
- individual or group tuition in the playing of a musical instrument - the intention is that the cost of tuition is covered by parental contributions and Pupil Premium funding as appropriate.
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs - the school may offer extra-curricular activities after school. Where these are run by a member of the school's staff, there is normally no charge. Where an activity is run after school organised by a qualified person who is not a member of the school staff or a club, then a charge could be made for these sessions, payable to the qualified person or club. Any charge made will only meet costs, not raise funds. The school may make a charge if pupils are transported in a minibus or coach to an extra-curricular activity. However, these charges will be used to cover the expenses of the trip only and not to make a profit
- letting of the schools' premises or grounds
- extended school care activities such as before and after school Fun Club, holiday clubs and "wrap around" nursery provision
- charges for materials or ingredients where the pupils wish to have the finished product
- lost or unreturned library books

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Additional consideration will 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 schools' budgets where the level of voluntary contributions is insufficient to fund the visit or journey
- the maximum amount that can be used from the schools' budgets 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 & light)
 - Staffing (security, caretaking & cleaning)
 - Administration
 - Wear & tear (sinking fund)

For further information on external lettings see the school's Lettings Policy.

Remissions

Children whose parents are in receipt of the following 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 trips.

Universal Credit

For most people of working age on a low income, Universal Credit has replaced:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit
- Working Tax Credit (and therefore the *run-on*)

These benefits are known as *legacy benefits* and are being phased out completely by around April 2026 with remaining claimants moved onto Universal Credit.

You must have a low income and limited savings to qualify (typically under £16,000 in capital).

Support under Part VI of the Immigration and Asylum Act 1999

This refers to *asylum support* (financial help for people with no immigration status).

This benefit still exists but is separate from Universal Credit and administered by the Home Office, not the Department for Work and Pensions. Its rules haven't been merged into UC. (This support is not part of the UK welfare system like IS or tax credits.)

Pension Credit (guaranteed element)

Pension Credit still exists in its own right for people at or above State Pension age who are on low income - if you've reached pension age, Pension Credit can give a guaranteed minimum income and can qualify you for extra help (like housing support or council tax reductions).

Subsidised funding may also be available under the same criteria for the following:

- music tuition provided by peripatetic music teachers in school
- school trips or visits organised to enrich the curriculum and educational experience of the pupils
- lunchtime or after school clubs where a charge is made by an external provider
- Fun Club (the school's before and after school care club)
- uniform
- extended school activities

The school will inform parents on low incomes and in receipt of particular benefits of the support available to them when being asked for contributions towards the costs of school visits and the above.

Voluntary Contributions

Parents will be invited to make a voluntary contribution.

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.
- c) that the trip may be cancelled if sufficient voluntary contributions are not received.

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 must be funded through the delegated budget, school fund or other fundraising.

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