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GLUSBURN COMMUNITY PRIMARY AND NURSERY SCHOOL

Charging and Remissions

This policy was adopted by the Governing Body on	SEP 2026
This policy is scheduled for review on	SEP 2027

1. INTRODUCTION AND LEGAL FRAMEWORK

1.1 Purpose

This policy sets out the circumstances in which the school will charge for activities and when charges will be waived. It ensures that we comply with our legal obligations while offering a wide range of educational experiences to all pupils, regardless of their families' financial circumstances.

1.2 Legal Framework

This policy is based on:

- The Department for Education's statutory guidance 'Charging for school activities' (July 2023)
- The Education Act 1996 (sections 449 to 462)
- The Education (Prescribed Public Examinations) (England) Regulations 2010

1.3 Roles and Responsibilities

The Governing Body is responsible for:

- Approving this policy and reviewing it annually
- Monitoring the implementation of this policy
- Ensuring the school complies with its legal obligations

The Headteacher is responsible for:

- Implementing this policy consistently
- Ensuring all staff understand the policy
- Making decisions about individual cases of hardship
- Reporting to governors on the operation of this policy

The School Business Manager/Finance Officer is responsible for:

- Managing the collection of payments
- Maintaining records of payments and remissions
- Providing information to parents about charges and voluntary contributions

All staff are responsible for:

- Understanding and applying this policy

- Communicating clearly with parents about charges and voluntary contributions
- Ensuring no child is excluded from activities due to their parents' inability or unwillingness to pay

2. WHAT WE CANNOT CHARGE FOR

2.1 Education During School Hours

We cannot charge for:

- Education provided during school hours, including:
 - The National Curriculum
 - Religious education
 - Supply of materials, books, instruments or other equipment for use during school hours
 - Any activity that takes place during school hours (except for optional extras - see section 3)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at school
 - Religious education

2.2 Instrumental and Vocal Music Tuition

We cannot charge for instrumental or vocal tuition that is:

- An essential part of the National Curriculum
- Provided to a pupil who is looked after by the local authority (a child in care)

2.3 Examinations

We cannot charge for:

- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sits if the pupil is being prepared for the re-sit at the school

However, we can recover the examination fee from parents if their child fails to meet examination requirements without good reason (e.g., fails to attend the examination without a valid reason).

2.4 Transport

We cannot charge for:

- Transport provided in connection with an educational visit that takes place during school hours
- Transport to and from school for pupils for whom the local authority has a statutory obligation to provide transport
- Transport 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 the pupil has been prepared for that examination at the school

2.5 Admission Applications

We cannot charge for admission applications to any state-funded school.

3. WHAT WE CAN CHARGE FOR

3.1 Optional Extras

We can charge for activities known as 'optional extras'. These are activities that:

- Take place wholly or mainly outside school hours, AND
- Are not part of the National Curriculum, a prescribed public examination syllabus, or religious education

When we charge for optional extras, we will only provide the activity if parents have agreed in advance for their child to participate and are willing to meet the costs.

The charge will cover the actual cost of the provision, including:

- Materials or equipment provided in connection with the optional extra
- Buildings and accommodation
- Non-teaching staff costs
- Teaching staff costs (including supply teachers) engaged specifically to provide the optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or vocal tuition, where the tuition is an optional extra
- Transport costs (if not part of a curriculum activity during school hours)

We cannot charge more than the actual cost of providing the optional extra, and we cannot use payments from some parents to subsidise pupils whose parents cannot or will not pay.

3.2 Materials and Equipment

We can charge for materials, books, instruments or equipment (or require parents to provide them) where a parent wishes their child to own the items.

If parents do not wish to purchase the materials or equipment, we will provide them for use in school, but the items will remain the property of the school.

3.3 Music Tuition

We can charge for instrumental or vocal tuition that:

- Is not an essential part of the National Curriculum
- Is provided at the request of a parent or carer
- Is provided individually or to groups of pupils

The charge will not exceed the cost of the provision, including the cost of the music tutor.

3.4 Extended Day Services

We can charge for optional activities that take place outside of school hours, such as:

- Breakfast club
- After-school clubs (sports, arts, homework club, etc.)
- Holiday clubs

The charge will cover the actual cost of providing the service, including:

- Staff costs
- Resources and materials
- Food and refreshments (where provided)
- Building and facility costs

Some of our extended day services are provided by external organisations who set their own charges and manage their own payment arrangements. In these cases, parents pay the provider directly and the school is not responsible for collecting payments or managing arrears.

3.5 Residential Visits

For residential visits, we will comply with the following regulations:

What we cannot charge for:

- Education provided during the residential visit (if the visit takes place during school hours - see calculation below)
- Travel costs if the visit is part of the National Curriculum or religious education

What we can charge for:

- Board and lodging (accommodation and meals)

However, we cannot charge for board and lodging if parents are in receipt of certain benefits (see section 6 'Remissions').

Calculating whether a residential visit takes place during school hours:

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half-days spent on the visit, it is deemed to have taken place during school hours.

A half-day is any period of 12 hours ending at noon or midnight. Time spent on travel counts towards this calculation if it occurs during school hours (the school session times are 9:00am to 3:30pm).

Example:

A residential visit begins at noon on Wednesday and ends at 9pm on Sunday.

- The trip consists of 9 half-days (1 for Wednesday, 2 for Thursday, 2 for Friday, 2 for Saturday, 2 for Sunday)
- It includes 5 school sessions (1 on Wednesday afternoon, 2 on Thursday, 2 on Friday)
- As 5 school sessions is more than 50% of 9 half-days, the trip is deemed to take place during school hours
- We cannot charge for education or transport, but we can charge for board and lodging (subject to exemptions - see section 6)

3.6 Damage to Property and Lost Items

We reserve the right to charge parents for damage to school property or equipment caused deliberately or through negligence by their child.

We may also charge for the replacement of lost items that have been loaned to pupils, such as:

- Library books
- School textbooks
- Musical instruments

- PE equipment
- School-owned devices (e.g., tablets, laptops)

The charge will not exceed the cost of replacing the item.

We will consider individual circumstances and may waive charges in cases of genuine hardship.

3.7 Personal Care Items

We can charge for personal care items (e.g., baby wipes, nappies) as they are not educational materials. However, we do not currently charge for personal care items.

We will make arrangements for parents on low incomes and in receipt of the benefits listed in section 6 who cannot afford some or all of the items requested by the school.

4. VOLUNTARY CONTRIBUTIONS

4.1 When We May Ask for Voluntary Contributions

Although we cannot charge for education provided during school hours or for activities that are part of the National Curriculum, we may ask parents for voluntary contributions to enable us to offer a wide range of educational experiences and visits that enhance our curriculum.

Examples of activities for which we may request voluntary contributions include:

- Visits to museums, galleries, and places of historical or cultural interest
- Theatre visits and performances
- Sporting activities which require transport expenses
- Outdoor and adventurous activities
- Residential visits (for elements we cannot charge for)
- Musical events and concerts
- Visiting experts (e.g., authors, artists, sports coaches, scientists)
- Educational workshops and experiences
- Swimming lessons (transport costs only - see section 5)

4.2 Making It Clear That Contributions Are Voluntary

When we ask for voluntary contributions, we will make it absolutely clear that:

- Contributions are entirely voluntary
- There is no obligation to contribute
- No child will be excluded from an activity simply because their parents are unwilling or unable to pay
- Children of parents who do not contribute will not be treated any differently from those who do
- We will not send anything that might make parents feel pressured to pay, such as direct debit or standing order mandates

4.3 Information We Will Provide to Parents

We will inform parents at the outset:

- Whether the activity is dependent on voluntary contributions
- If we are relying solely on voluntary contributions to fund the activity

- What will happen if we do not receive sufficient contributions
- Our policy for allocating places on school visits

4.4 If We Do Not Receive Sufficient Contributions

If we do not receive sufficient voluntary contributions to make an activity viable, and we cannot fund it from other sources (such as the school budget, Pupil Premium funding, School Sports Funding, or PTA funds), we may have to cancel the activity.

We will inform parents as early as possible if an activity is at risk of cancellation due to insufficient contributions.

4.5 Supporting Families Experiencing Financial Hardship

We recognise that some families may be experiencing financial difficulties, and we are committed to ensuring that all children have access to the full range of opportunities we offer.

If you are experiencing financial hardship and would like your child to participate in an activity but are unable to contribute, please speak to the Headteacher in confidence. We may be able to provide support through:

- Pupil Premium funding
- School Sports Funding
- Other school funds
- PTA funds

All requests for support will be treated sensitively and confidentially.

5. SWIMMING

5.1 Swimming Lessons

Swimming is part of the National Curriculum and we cannot charge for swimming lessons that take place during school hours.

5.2 Transport to Swimming Pool

However, we may ask for voluntary contributions towards the cost of transport to and from the swimming pool.

No child will be excluded from swimming lessons if their parents are unable or unwilling to contribute towards transport costs.

If we do not receive sufficient voluntary contributions to cover transport costs, we will fund the transport from the school budget or, if this is not possible, we may have to cancel the swimming lessons.

6. REMISSIONS (EXEMPTIONS FROM CHARGES)

6.1 Statutory Remissions

Parents in receipt of certain benefits are exempt from paying for board and lodging on residential visits.

Families eligible for remissions are those in receipt of:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after they stop qualifying for Working Tax Credit)
- Universal Credit (if they applied on or after 1 April 2018, their household income must be less than £7,400 a year after tax and not including any benefits)

These are the same criteria as eligibility for free school meals.

6.2 Refunds

If parents begin receiving any of these benefits after they have paid for board and lodging on a residential visit, we will refund the money.

6.3 Additional Support from the School

In addition to the statutory remissions above, the school may use Pupil Premium funding, School Sports Funding, or other school funds to support families experiencing financial hardship to access school activities and visits.

Support may be provided for:

- Voluntary contributions for educational visits
- Optional extras (e.g., after-school clubs, music tuition)
- School uniform and PE kit
- Educational equipment and materials
- Transport costs

Parents who are experiencing financial difficulties should speak to the Headteacher in confidence to discuss what support may be available.

6.4 Our Commitment

We are committed to ensuring that no child misses out on educational opportunities due to financial constraints. All requests for support will be treated sensitively and confidentially.

7. MUSIC TUITION

7.1 National Curriculum Music

All children study music as part of the National Curriculum. We do not charge for this.

7.2 When We Can Charge for Music Tuition

We can charge for instrumental or vocal tuition that:

- Is not an essential part of the National Curriculum
- Is provided at the request of a parent or carer
- Is provided individually or to groups of pupils

The charge will not exceed the cost of the provision, including the cost of the music tutor.

7.3 When We Cannot Charge for Music Tuition

We cannot charge for instrumental or vocal tuition that is:

- An essential part of the National Curriculum
- Provided to a pupil who is looked after by the local authority (a child in care)

7.4 Peripatetic Music Lessons

Peripatetic music teachers teach individual or small group lessons. The local authority or individual teacher makes a charge for these lessons, which is payable directly by parents to the provider.

The school is not responsible for collecting payments or managing arrears for peripatetic music lessons.

8. OUTSIDE PROVIDERS

8.1 Activities Provided by External Organisations

The school has arrangements with outside providers for certain activities, such as:

- Before-school clubs
- After-school clubs
- Holiday clubs
- Specialist coaching or tuition

Where payment and collection of monies is organised between the provider and the parent, the provider takes all responsibility for:

- Setting charges
- Collecting payments
- Managing arrears
- Providing refunds

The school is not responsible for any financial arrangements between parents and external providers.

8.2 Safeguarding and Quality Assurance

All external providers must:

- Complete appropriate safeguarding checks
- Provide evidence of public liability insurance
- Complete a risk assessment
- Comply with the school's safeguarding and health and safety policies

The school reserves the right to terminate arrangements with any external provider if standards are not maintained.

9. PAYMENT ARRANGEMENTS

9.1 How to Pay

All payments for school activities and visits should be made via Arbor (our online payment system).

Parents who are unable to pay online should contact the school office to arrange alternative payment methods (e.g., cash or cheque).

9.2 Payment Plans

We offer payment plans for larger amounts (e.g., residential visits). Parents can:

- Pay in instalments via Arbor with a reducing balance
- Arrange a payment plan with the school office

9.3 Payment Deadlines

Payment must be completed, where possible, six weeks before a visit is due. This allows us to make decisions about whether the visit should proceed based on:

- The level of voluntary contributions received
- Whether we can fund any shortfall from other sources

This deadline does not apply to ongoing activities such as swimming lessons or after-school clubs.

9.4 For Activities We Charge For (Optional Extras)

- We will only provide the activity if parents have agreed in advance for their child to participate and are willing to meet the costs
- If parents do not pay for an optional extra, their child will not be able to participate
- We will follow our debt recovery procedures if payment is not received (see section 11)

9.5 For Activities We Request Voluntary Contributions For

- No child will be excluded from the activity if their parents are unable or unwilling to contribute
- We will cancel the activity if we do not receive sufficient contributions and cannot fund it from other sources

10. REFUNDS AND SURPLUS FUNDS

10.1 When We Will Provide Refunds

We will provide refunds in the following circumstances:

- If a trip or activity is cancelled by the school

- If a child is unable to attend due to illness (at the school's discretion, depending on costs already incurred and whether the place can be filled)
- If parents become eligible for remissions after paying for board and lodging on a residential visit
- If there is a significant surplus after a trip or activity (see below)

10.2 Surplus Funds

If there is surplus money after a trip or activity, we will:

- Refund any surplus of more than £10 per pupil
- Retain any surplus of £10 or less per pupil to contribute towards future educational visits and activities for that year group

Parents will be informed of this arrangement when we request payment.

10.3 Notification

Parents will be notified of any surplus and the refund arrangements within 4 weeks of the trip or activity taking place.

Refunds will be processed via Arbor (credited to the parent's account)

11. DEBT RECOVERY

11.1 For Optional Extras (Activities We Charge For)

If parents have agreed for their child to participate in an optional extra and have agreed to pay the charge, but payment is not received:

- We will send a reminder letter/email after 1 week
- We will send a second reminder after 2 weeks
- We will contact the parent by phone after 3 weeks
- If payment is still not received, we will write to inform parents that:
 - Their child will not be able to participate in the activity
 - We may take legal action to recover the debt
 - We may refer the matter to a debt collection agency

11.2 For Voluntary Contributions

We will not pursue debt recovery for voluntary contributions, as these are voluntary by nature.

However, if a parent has agreed to make a voluntary contribution and then does not pay, we may:

- Send a polite reminder
- Offer a payment plan
- Discuss whether the family is experiencing financial hardship and offer support (see section 6)

We will not exclude a child from an activity because their parents have not made a voluntary contribution.

12. LETTINGS

12.1 Hiring School Facilities

We may hire out school facilities to external organisations outside of school hours.

12.2 Lettings Charges

Current letting charges are:

- £30 per hour for use of field only
- £35 per hour for use of school hall and toilets
- Bespoke quotes available on request for other facilities or extended bookings

Additional costs directly incurred by the school (e.g., additional cleaning, heating, caretaker overtime) will be passed on to the hirer.

12.3 Requirements for Lettings

All lettings must be:

- Agreed in advance by the governing body (or delegated authority)
- Subject to completion of appropriate risk assessments
- Subject to appropriate safeguarding checks for the organisation and individuals
- Covered by appropriate public liability insurance

12.4 Further Information

For full details of our lettings procedures, terms and conditions, see our separate School Lettings Policy.

13. MONITORING AND REVIEW

13.1 Monitoring

The Headteacher will monitor the implementation of this policy and report to the governing body annually on:

- The range of activities provided and charges made
- The level of voluntary contributions received
- The number of families supported through remissions or school funds
- Any issues or concerns arising from the operation of this policy

13.2 Review

This policy will be reviewed annually by the governing body to ensure it remains compliant with statutory requirements and meets the needs of our school community.

The next review is scheduled for September 2027.

APPENDIX A: SUMMARY FOR PARENTS

WHAT WE CANNOT CHARGE FOR:

- X Education during school hours (including National Curriculum, RE, materials and equipment)
- X Swimming lessons (but we may ask for voluntary contributions)
- X Exam entries if we've prepared your child for the exam
- X Music tuition that's part of the National Curriculum
- X Transport for educational visits during school hours

WHAT WE CAN CHARGE FOR:

- ✓ Optional extras (activities outside school hours that aren't part of the curriculum)
- ✓ Music tuition requested by parents (individual or small group lessons)
- ✓ Extended day services (breakfast club, after-school clubs)
- ✓ Board and lodging on residential visits (unless you're eligible for remissions)
- ✓ Materials and equipment if you want your child to own them
- ✓ Replacement of lost or damaged school property

VOLUNTARY CONTRIBUTIONS:

- We may ask for voluntary contributions for educational visits and activities
- Contributions are entirely voluntary
- Your child will not be excluded if you cannot or choose not to pay
- We may cancel activities if we don't receive enough contributions

SUPPORT AVAILABLE:

- If you receive certain benefits, you don't have to pay for board and lodging on residential visits
- If you're experiencing financial hardship, speak to the Headteacher in confidence
- We may be able to help through Pupil Premium or other school funds

HOW TO PAY:

- Use Arbor for all school payments
- Contact the office if you need to pay by cash or cheque
- Payment plans available for larger amounts
- Pay at least 6 weeks before trips where possible

QUESTIONS?

Contact the school office on 01535 632145 or email admin@glusburn.n-yorks.sch.uk