

Caldecote Community Primary School



Charging and Resmissions Policy

Care, Challenge, Persevere, Succeed - we are Caldecote!

Completed August 2025 by KB

Review (Term and year) August 2026

Charging and Remissions Policy

This charging policy has been compiled in line with DfE requirements and in accordance with s449-462 of the Education Act, 1996.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- a) Any activity which incurs an additional cost and takes place during school hours

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Parents must be informed that where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Day Trips

A charge may be levied in respect of day trips that take place during school hours and are part of the curriculum depending on cost and the amount of subsidy available (see section on voluntary contributions and remissions) However, trips to bring cohesion to the year group or that are an end of school year trip will incur charges.

Residential Trips

A charge may be levied in respect of residential trips (see section on voluntary contributions and remissions). Schools cannot charge for education provided during school hours but can charge for board and lodgings. Parents in receipt of the following benefits may be exempt from paying the cost of board and lodgings (in most cases the school will have heavily subsidised residential so that they are affordable to all parents, if this is the case no further subsidies will take place):

- o Income Support
- o income-based Jobseeker's Allowance
- o income-related Employment and Support Allowance
- o support under Part VI of the Immigration and Asylum Act 1999
- o the guaranteed element of Pension Credit
- o Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- o Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- o 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)

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination or are part of the subsidised set of after school clubs organised to extend the pupils education.

For all other activities outside school hours, a charge up to the cost of the activity may be levied including those that form part of the Extended Schools curriculum.

Music Tuition

Music tuition that is not an essential part of the National Curriculum may incur a charge.

Exam Fees

A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

Materials & Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, the school provides the ingredients and levies a small charge. This may also be the case for after school clubs. Reading books and Library books are loaned free but if a book is destroyed either partially or totally then recompense may be sought.

Damage/Loss to Property

The Governing Body reserves the right to seek reparation from parents where their children cause loss, breakages or damage to school property.

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

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 determined annually by the Leadership and Resources Committee in accordance with local authority guidelines.

Long term lettings will be arranged formally through the LA legal department in line with commercial rates.

Use of school equipment

Telephone -

Private calls can be made from the main office; the cost of calls is 20p per minute and details should be passed on to the business manager. Long distance calls are not allowed. Please ask the office staff when making personal calls.

Personal calls to the school during working times will not be allowed. The office staff will pass on only emergency calls during these hours. Staff must ensure friends/relatives are informed about receiving personal calls, as these can be distracting to the office staff and the class.

Photocopying -

Private staff use of photocopies is at a charge of 5p per mono copy and 10p per colour copy. This is to cover the cost of paper and reprographics costs. For large amounts of copying, staff will need to get authorisation from the Head Teacher or business manager.

Late Collection

The school will charge for childcare where a child/ren is collected late.

All teachers are on duty in their classrooms for 10 minutes after the school day finishes.

Teachers will leave their classroom at:

- Nursery – 3.05pm
- Reception – 3.10pm
- Years 1 and 2 – 3.25pm

- Years 3, 4, 5 and 6 – 3.30pm

If your child has still not been collected after this time they will be taken to a dedicated room to be supervised by an allocated member of staff. This member of staff will be working over and above their allotted hours and therefore there will be a charge to parents PER CHILD.

This will be:

CHARGES	£10	£20
Nursery	3.05pm – 3.35pm	3.35pm – 4.05pm
Reception	3.10pm – 3.40pm	3.40pm – 4.10pm
Years 1 and 2	3.25pm – 3.55pm	3.55pm – 4.25pm
Years 3 - 6	3.30pm – 4.00pm	4.00pm – 4.30pm
After School Clubs	4.10pm – 4.40pm	

Other charges

The Headteacher, Leadership and Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions Policy

In cases of genuine hardship, the Headteacher, Leadership and Resources 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.

The Headteacher, Leadership and Resources 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.