



GREENSIDE SCHOOL CHARGING AND REMISSIONS POLICY

Last reviewed: 20th March 2025

To be reviewed: February 2026

Written by: SLT (adapted by LA)

Ratified by the Governors on: 20th March 2025

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

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

Charges cannot be made for:

The Governing Body of the School recognise that legislation 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 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.
- 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.
- Education provided on any trip that takes place during school hours.
- 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 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 body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.

Charges may be made for:

- 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

GREENSIDE SCHOOL CHARGING AND REMISSIONS POLICY

- Vocal and musical instrument tuition
- Any other education, transport or examinations where no further preparation has been provided by the school
- 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
- Any extended school activity
- Damage/vandalism/loss to and of school property

Remission

Children whose parents are in receipt of the following support payments will, on 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. The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 for 2018 – 2019 (in respect of this item account will need to be taken of any revision to the amount)
- Guarantee element of State Pension Credit
- An income related employment and support allowance

Parents will be given the opportunity to contribute if they wish and easy payment methods for all parents will be made available i.e. monthly contributions spread over a period of time.

Individual circumstances will always be considered. Parents will be requested to discuss any such difficulties with the Head teacher.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- Travel by coach/bus/train or other for which a cost is incurred
- Entry charges
- Special visitors, projects and events for which a charge is made to school by outside providers and which enhance experience
- Materials used in out of school activities and for items which are used by children out of school hours or which they take home (e.g. baking, pottery etc)

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay
- 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

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

Voluntary contributions will be used to;

- Fund the cost of tuition and instrument hire
- Fund towards the cost of transport
- Fund towards the cost of entrance fees
- Fund the costs of additional materials, visitors etc

School Meals and Milk

The Governing Body will determine and publish annually the price to be charged for school meals and school milk.

This policy is based upon the model charging policy issued by Leeds City Council and has been adapted following discussion by the Governors of the school.