



Charging for school Activities

Charges and Remissions Policy

Leen Mills Primary School

Nottinghamshire County Council.

The County Council expects that schools will operate within the law and not charge for those activities for which, legally, charges should not be made. Within these legal constraints, however, the County Council recognises that each school governing body is responsible for its own charging and remissions policy. The County Council would wish to encourage school governing bodies, in determining their own policies in this respect to be mindful of the financial circumstances of pupils and their parents. The County Council would wish to remind school governing bodies that pupils may be assisted, at the governors' discretion, from the school's budget or other funds at their disposal and that pupils must not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

General Position.

In order to recognise commitment to free education, The Governing Body and Nottinghamshire County Council does not normally charge pupils or parents for any activity that it directly organises, except in the circumstances described in this document.

Responsibilities of the Governing Body.

The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with each individual school governing body, although the County Council expects that in determining their charging policies school governors will be mindful of the general principles set out in this document. The Governing Body recognises the valuable contribution that a wider range of activities, including school visits, residential experiences, and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

Residential Activities held during school hours.

Charges may be made at the discretion of the Governing Body and County Council for the board and lodging element of any residential activities that take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for activities of this type will be at the discretion of the Governing Body or the Director of Children, Families and Cultural Services of the County Council, except in the circumstances described in paragraph 10 below. On these occasions, pupils will only be permitted to attend when full payment has been received. Parents will be notified in advance of any such activities that the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.



Deposits.

We may ask for an initial deposit for certain educational visits and residential, this is due to payments to the supplier being required up front to reserve a place for your child.

Once paid, initial deposits are non-refundable should you change your mind. If your child is unable to go on the residential or changes their mind about going, you may still be liable for further payments as the venue may still charge for their place. If this happens, school insurance does not cover the charge and you will be expected to pay. This includes illness, so please ensure the trip is on your own insurance. By paying the deposit you are agreeing to these terms and conditions.

However, if school have a waiting list for the specific activity, we may be able to find a replacement for your child and return your deposit to you via ParentPay.

Refunds.

Due to individual supplier policies, it may not always be possible to refund the costs incurred by parents should a child not attend an educational visit or residential. However, school will attempt to reimburse costs or part-costs if supplier policies allow. If a refund is agreed this will be made through ParentPay. If a parent has chosen to pay using a barcode, it may not be possible to make a refund – where possible any funds due to be transferred to another payment item on ParentPay.

Government tax free childcare vouchers are accepted for the payment of Breakfast Club only. If refunds are required following payment by tax free vouchers, parents must refer this request through their voucher provider.

Activities held outside school hours.

Charges may be made at the discretion of the Governing Body and the County Council for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following:

- The pupil's travel costs;
- The pupil's board and lodging costs;
- Non-teaching staff costs;
- Materials, instruments and other equipment;
- Entrance fees to places of interest;
- Insurance costs;
- The expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Governing Body, or the Director of Children, Families and Cultural Services at County Council. The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such, and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission



arrangements described below). Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their child(ren) are to participate in any activities for which a charge may be made.

Materials and Ingredients.

A charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. cooking or design technology activities.

Remissions.

The Governing Body and County Council has determined the following policies that partly or wholly remit certain charges that may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by Nottinghamshire County Council.

School Clothing.

Clothing allowances are discretionary, and any allowance scheme must be funded by Nottinghamshire County Council. Discretionary School Clothing Allowance is no longer available to families living within Nottinghamshire. The authority retains discretion to consider, under Section 510 of the Education Act and Section 2 of the Local Government Act 2002, request for assistance from families in exceptional circumstances. Included in this category would be families who have lost clothes in a fire, a flood, theft, have been made homeless or are fleeing domestic violence. Children in receipt of pupil premium or who may be experiencing financial difficulty may be provided with assistance to purchase school uniform.

Voluntary Contributions.

The school may request voluntary contributions from parents and carers for various activities both within and outside the school day, such as day visits and visitors/activities/events in school. Any contributions sought will be voluntary and pupils will not be treated differently according to whether or not their parents/carers make a contribution in response to any invitation. However, the school relies on voluntary contributions to fund some activities and may have to cancel activities if there are not sufficient contributions.

Breakages and Damage to School Property.

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

ParentPay Charges.

ParentPay is a cashless income collection service that is used by the school; this service allows school to eliminate the risk that can be associated with cash collection. Where charges are made to parents a 1.29% ParentPay transaction fee will be added to the payment item.

Policy date: January 2025

Policy review: January 2026