

<p style="text-align: center;"><b>Lawley Primary School</b> <b>Charging and Remission of Charges Policy</b></p>
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**Lawley School Vision - Planting the Seeds, Growing the Future - is based on the two key principles of:** Encouraging better learners and developing lifelong learners.

**Values**

We are clear about the values that we wish to emphasise in our school. These have been adopted as a result of a consultation, which involved a wide range of stakeholders, including pupils. The whole process produced lists of values that are not dependent on race, culture, class, or religion. From the extensive lists produced, five core values were chosen these are: happiness, respect, courage, friendship, and responsibility.

Our Mission statement: talks of providing an environment in which **every child** is cared for spiritually, morally, socially, culturally, intellectually, and physically, allowing **everyone** to be the best that they can be! We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum and have high expectations of all our children.

In general, no charge can be made for admitting pupils to Lawley Primary School or any maintained school. Where education is provided wholly or mainly during school hours, it is free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums etc during school hours.

**Voluntary contributions**

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

- Any activity which takes place during school hours.
- School equipment.
- School funds generally.

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

**Residential Trips**

The school is permitted to charge for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income support.
- Income-based Jobseeker's Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of Pension Credit
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the current advised figure.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- 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)

A similar entitlement applies where the trip takes place outside of school hours, but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

### **Instrumental Music Lessons**

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

### **Public Examinations**

No charge will be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- The examination is on the set list, but the pupil is not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the pupil to take it.
- A pupil fails without good reason to complete the requirements of any public examination where the governing body or LEA originally paid or agreed to pay the entry fee.

Charges will not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

### **Writing off debts**

Headteachers and governing bodies shall be responsible for ensuring the adequate control and recording of all amounts due to the Council either for work done, goods supplied, or services rendered, together with any income arising from all contracts and leases or other agreements or arrangements.

Where an account has been raised for an amount due to the Council, and it remains unpaid either in whole or in part the governing body shall be responsible for writing off the debt so long as the sum involved does not exceed £500. The Governing body must be satisfied that appropriate action to attempt to recover the debt has been made and

there is no reasonable prospect of the account being paid. The decision to write off such sums shall be formally recorded in the minutes of the governing body.

The Governing body may write off amounts in excess of £500, only when the Head of Finance recommends that recovery is not legally or economically possible and where the Education and Training board accept their recommendation. Any loss arising from such write-offs will be met by the school budget.

### **Lettings**

A Schools Letting application will need to be completed and referred to the Headteacher, any charges will be decided by the Governors and reviewed annually. Please see the Lettings Policy.

This policy has been adopted with the approval of the school Governing Body. It will be reviewed on an annual basis.

### **Headteacher Statement**

*The Headteacher of Lawley Primary has agreed the above policy and practice for Charges/Remissions. This is in line with the curriculum aims recommended by the LA, which were adapted and adopted by the Governors of this school.*

*Headteachers signature*

*(Review date – 13<sup>th</sup> September 2024)*