



# Norton St Nicholas CofE (VA) Primary School

*Norton Road, Norton, Letchworth Garden City,  
Hertfordshire SG6 1AG.*



Headteacher: Mr S Cowdery

tel: 01462 623322

fax: 01462-623355

e-mail: [admin@stnicholas23.herts.sch.uk](mailto:admin@stnicholas23.herts.sch.uk)

Website: [www.stnicholas23.herts.sch.uk](http://www.stnicholas23.herts.sch.uk)

## Charging and Remissions Policy

The Governors of Norton St Nicholas have agreed to adopt the Hertfordshire County Council Policy on Charging and Remissions.

### 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, then it will be cancelled.

### Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school can not charge for the educational or travel elements.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Universal Credit in prescribed circumstances
- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by Her Majesty's Revenue and Customs does not exceed the annual limit
- Pupils who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to free school meals
- Parents in receipt of the guaranteed element of State Pension Credit are also entitled to free school meals

## **Instrumental Music Lessons**

A charge is permitted for instrumental music tuition undertaken in school hours, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE).

## **Public Examinations**

No charges may 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 was 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 may 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.

## **Extended Schools**

Any profits made by a school from providing facilities or services must be reinvested in the school or in the service.

Schools may use their delegated budgets to subsidise a child's access to chargeable extended activities, where they consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.

Schools may lawfully charge for study support (other than that which delivers the National Curriculum or preparation for a public examination) e.g. additional sports, drama and music clubs, holiday activities, visits and additional courses, i.e. first aid.

All schools should be able to provide some free study support for pupils and young people in 'workless' households through the flexibility in their delegated budgets.

**Written: 2010**

**Reviewed: March 2016**

**Review Date: March 2017**

***This policy has been reviewed and has been assessed as being compliant with the requirements of the Equality Act 2010***