

NORMAN STREET PRIMARY SCHOOL

"Kind. Brave. Fair. That's the Normie Way."

Charging & Remissions Policy

Approved by	
Name	Rev. Keith Teasdale
Position	Chair of Governors
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Statement of Intent

Norman Street Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. Being Fair to every family, whatever their circumstances, is central to our Normie Way values.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

1. Legal Framework

This policy has consideration for, and is compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE 'Maintained Schools Governance Guide' (March 2024, updated November 2025) – which replaced the previous DfE (2020) 'Governance Handbook', withdrawn in March 2024.

2. Charging for Education

2.1 We will not charge parents for:

- Admission applications.
- Education provided during school hours.

2.2 We may charge parents for:

- Materials, books, or equipment, where they wish their child to own them.
- Optional extras not covered by curriculum provision.
- Music and vocational tuition.
- Use of community facilities.
- Residential visits.

3. Optional Extras

3.1 We may charge parents for the following:

- Education provided outside of school times that is not: part of the national curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or Religious Education.

- Transport, other than that arranged by the Local Authority for the pupil to be provided with education.
- Board and lodgings for a pupil on a residential visit.
- Extended day services offered to pupils, including wraparound care.

3.2 When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra.
- The cost of buildings and accommodation.
- The employment of non-teaching staff, if required.
- The cost of teaching staff (including Teaching Assistants) under contracts for services purely to provide an optional extra.
- The cost, or an appropriate proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument.

3.3 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. However, the provision may be withdrawn if minimum costs are not met. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

4. Voluntary Contributions

4.1 We may, from time to time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make clear that there is no obligation for parents to contribute, and notify parents whether assistance is available.

4.2 No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unable to pay, their child will still be given an equal opportunity to take part in the activity. However, if insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

5. Music Tuition

5.1 Music tuition is the only exception to the rule that all education provided during school hours must be free of charge. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size, provided that the tuition is at the request of the pupil's parents.

5.2 The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

6. Residential Visits

6.1 We will not charge for supply teachers required to cover for teachers who are accompanying pupils on visits.

6.2 We will charge for board and lodgings, but the charge will not exceed the actual cost.

6.3 Parents may be supported with residential board and lodgings costs if they can prove that they are in receipt of one or more of the following benefits:

- Universal Credit / Working Tax Credit
- Income Support
- Income-Based Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and meet the income threshold allowed
- The guarantee element of State Pension Credit
- An income-related Employment and Support Allowance.

7. Before and/or After School Care (BASC)

7.1 The school runs a Breakfast Club from 7:30am, Monday to Friday, and an After School Club from 3:15pm to either 5pm or 5:30pm. There is a small charge levied to parents for this provision.

8. Debt Recovery

(To be read in conjunction with the school's Debt Recovery Policy.)

8.1 It is the financial management policy of this school that all services provided by the school are paid for in advance, and therefore it is expected that no debts will be accrued. In the unlikely event that a debt is accrued, the Governing Body authorises the school to take all reasonable measures to collect the debt as part of its duty of management of public funds. In doing so, it will observe the relevant financial regulations and any other legal requirements, including Cumberland Council's published financial scheme for maintained schools.

8.2 Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it, and under the guidance of Cumberland Council where appropriate.

9. Damage or Lost Items

9.1 The school may charge parents for the cost of replacing items belonging to the school which have been either broken, damaged or lost when in their possession, or as a result of their child's behaviour.

10. Additional Information

10.1 A charge may be made for copies or photocopies of school documents to cover printing costs.

10.2 Any lunch money debit balances, or balances owed to the school as a result of damage to school property, will take precedence over any extra-curricular activity payments.

10.3 Any monies previously owed for residential trips will take precedence over any future trip deposits or payments.

11. Remissions

11.1 Parents in receipt of any of the following benefits may request assistance with the costs of curriculum-based activities:

- Universal Credit / Working Tax Credit
- Income Support
- Income-Based Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and meet the income threshold allowed
- The guarantee element of State Pension Credit
- An income-related Employment and Support Allowance.