Barwic Parade Community Primary School Charging and Remissions Policy



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Signed:

Position: Chair of Governors

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Contents:

1. Activities school CANNOT charge for
2. Activities school CAN charge for
3. Voluntary contributions and responsibilities of staff
4. Optional extras
5. Music tuition
6. Transport
7. Residential
8. Eligibility for remission for residential trips
9. Education partly during school hours
10. Breakfast and afterschool club
11. Early years
12. Lettings

1. Activities the school CANNOT charge for

The following list of activities cannot be charged for by school governing bodies and local authorities:

a) an admission application to any state funded school (paragraph 1.9(n) of the School Admission Code 2014 rules out requests for financial contributions as any part of the admissions process);

b) education provided during school hours (including the supply of any materials, books, instruments or other equipment; sports activities such as swimming lessons and professional coaching; author visits);

c) 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;

d) instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;

e) entry for a prescribed public examination, if the pupil has been prepared for it at the school; and

f) examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

2. Activities the school CAN charge for

Schools and local authorities can charge for the following:

a) Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them, i.e. a charge can be made to cover the cost of materials or ingredients required for design or food technology subjects where parents have indicated in advance that they would like their child to bring home the finished product;

b) Optional extras (see section below);

c) Music and vocal tuition, in limited circumstances (see section below);

d) Certain early years provision; and

e) Community facilities.

3. Voluntary contributions and responsibilities of staff

A school can request voluntary contributions for the benefit of the school or any school activity.

The Head Teacher or Governing Body should, from the outset, make clear to parents:

- If an activity is reliant upon voluntary contributions and cannot be funded from any other sources;
- That there is no obligation to make a contribution as it is voluntary, not compulsory;
- That the activity will be cancelled if insufficient contributions are received to fund it; and
- The school's policy for allocating places on school visits.

A child should not be excluded from an activity if his/her parents are unwilling or unable to pay and indeed their child should still be given an equal chance to go on the visit. Parents must not be made to feel pressurised into paying as it is a voluntary not compulsory contribution and schools should not send colour coded reminder letters or direct debit / standing order mandates when requesting contributions.

4. Optional extras

Charges can be made for providing materials, books, instruments or equipment where an optional extra is being provided. Participation in optional extra activity is a matter of parental choice and a willingness to meet the charges. Parental agreement is a necessary pre-requisite for the provision of an optional extra where charges will be made.

Optional extra charges may be made in the following circumstances:

- Education that is not part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education is provided outside of school time;
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport, other than that required to take the pupil to school or to other premises where the local authority/governing body has arranged for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit; and
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation
- Non-teaching staff;
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers); and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

The charge per pupil should not:

- exceed the actual cost of providing the optional extra divided equally by the number of pupils participating;
- include any form of subsidy for other pupils wishing to participate whose parents are unwilling or unable to pay the full charge
- include the cost of any alternative provision for other pupils not wishing to participate in the optional extra where a small proportion of the optional extra takes place during school hours; or
- include the costs of supply teachers contracted to cover for teachers who are away from school accompanying pupils on a visit as they are seen to be providing education during school time, not an optional extra.

5. Music tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually or to groups of any size provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff that provides the tuition.

Charges may not be made where the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Charges may not be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

6. Transport

Schools cannot charge for:

a) Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport;
b) Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated;
c) Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school; and
d) Transport provided in connection with an educational visit.

7. Residential visits

Schools cannot charge for:

a) Education provided on any visit that takes place during school hours (provided by school);

b) Education provided on any visit 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; and

c) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for board and lodging but the charge must not exceed the actual cost.

8. Eligibility for remission for residential visits

Section 200 of the Education Act 2002 outlines the eligibility to entitlement for board and lodging costs for residential visits. When a school informs parents about a forthcoming trip, they should make it clear that parents who can prove that they are in receipt of certain benefits will be exempt from paying the cost of board and lodging: The current criteria is the same as for Free School Meals;

- Universal Credit, provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit, provided you are also not entitled to Working Tax Credit and have an annual household gross income that does not exceed £16,190 (as assessed by HMRC)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit

Children who get paid these benefits directly, instead of through a parent or guardian, may also be exempt from paying the cost of board and lodging.

9. Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

A charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

Non-Residential Activity

If at least 50% of the non-residential activity occurs during school hours then it is deemed to take place during school hours. Travelling time is included in the calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside of school hours.

Example: An excursion to a theatre production involves the pupils leaving school an hour before the end of the school day but the activity does not finish until late in the evening. This will be an activity deemed to have occurred outside of school hours.

Residential Visits

In the case of a residential visit, if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours – even if some activities take place late in the evening. Whatever the start and finish times of the school day, Regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Example 1: Pupils are away from noon Wednesday to 9pm Sunday. This counts as 9 half days including 5 school sessions. The 5 school sessions are more than 50% of the number of half days spent on the visit therefore the visit is deemed to have taken place during school hours.

Example 2: Pupils are away from noon Thursday to 9pm Sunday. This counts as 7 half days including 3 school sessions. The 3 school sessions are less than 50% of the number of half days spent on the visit therefore the visit is deemed to take place outside school hours.

10. Breakfast and afterschool club

Barwic Parade Community Primary School provides a term time only wraparound school childcare service for all children aged between Reception and Year 6.

As of April 2026, Barwic Parade Community Primary School was chosen to be a part of the Government Free Breakfast Club Scheme (more information can be found at https://educationhub.blog.gov.uk/2026/02/free-breakfast-club-roll-out-everything-you-need-to-know/). This means that from 8:20am-8:50am our breakfast club is free to attend for all children aged Reception to Year 6. Our breakfast club opens at 7:45am and parents and carers will be charged £2.00 per child for anyone who attends between 7:45am-8:20am.

We also offer an Afterschool Club, which we call Circles, which is available afterschool from 3:30pm until 5:30pm. We offer a range of activities in Circles and also provide the children with a small meal or snack. Parents and carers have the opportunity to select from the following:

Early finish (4:30pm) – charged £5.00 per child

Late finish (5:30pm) – charged £10.00 per child

11. Early years

To make an application to our nursery, please contact our school directly either by phone, email or visiting the school office.

Our contact details are as follows:

Phone: 01757 705591

Email: admin@barwicparade.co.uk

Address: Petre Avenue, Selby, YO88DJ

Every child is entitled to 15 hours free Early Years Education in the term following their second birthday until the end of the term of their fifth birthday. Some families are eligible for up to 30 free hours Early Years Education. It is family's responsibility to arrange funding for their child, for further information please see here: https://beststartinlife.gov.uk/

It is the responsibility of the family and the school to determine which days to book their child for the free hours and will depend on availability of the childcare setting.

The nursery can charge for the following, all payments can be made via ParentPay:

- Meals: When a pupil attends for a full day the pupil may have a hot school meal. A charge of £2.75 per day will be payable.
- Personable consumable items: If your child is in nappies or pull ups we ask you to provide us with a weekly supply of these and any ointments you want us to use. If you want us to provide these for your child there is an additional charge of £1 per day.
- Late collection fees: We may charge a late collection fee of £5.00 for every 30 minutes if you are late in collecting your child at the end of their session.
- Additional sessions: Additional morning and afternoon sessions can be purchased subject to availability. A charge of £20.00 per session will be payable. Please speak to us for further details about availability
- Late payments and debts: Late payment will result in a further administration charge of £10 per week. If your balance exceeds £100 no further additional services will be delivered until the outstanding invoice is paid in full.

Non Attendance or Cancellation

There will be no refunds (full or part) for non-attendance of chargeable sessions.

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher.

12. Lettings

Hiring the school/school premises

The Barwic Hub, formerly known as Selby South Children's Centre is under the ownership of Barwic Parade Community Primary School. The Barwic Hub is available for hire and all enquiries regarding booking the Barwic Hub should be made through the school and a booking system is available via our school website. For more information on how to book, please contact the school directly or see the school website. For more information on letting charges, please see our **Lettings Policy**.