



Cupernham
Junior School

CHARGING AND REMITTANCE POLICY

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This policy was updated in May 2026 and has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty.

RATIONALE

All schools are required to have a charging policy in accordance with the Education Reform Act 1988.

AIMS

Charges will generally not be made for any activities which take place during school hours. Charges may be made for activities taking place wholly or mainly outside school hours, as long as these activities are an optional extra.

Voluntary contributions towards the cost of activities which take place during school hours may be invited prior to the activity taking place. Failure to cover the costs of such activities through voluntary contributions may result in cancellation.

Charges will be made, at the discretion of the governing body, for group instrumental tuition as permitted by section 280 of the 1993 Education Act. This will be regularly reviewed. The school may charge for the supply of ingredients and/or materials in activities such as Technology and Art provided that parents have indicated in advance a wish to own the finished product.

THE GOVERNING BODY HAS DETERMINED:

- to charge the statutory maximum fee in respect of a request made under the Data Protection Act 1998,
- to charge a fee not exceeding the cost of supply in respect of a request made under the Education (Pupil Information) (England) Regulations 2000; and
- to charge a fee, in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000.

School governing bodies and local authorities, cannot charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- community facilities.

OPTIONAL EXTRAS

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- 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, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate 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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

DAY TRIPS

The cost of day trips are calculated and divided by the number of pupils expected to be on the trip. Some parents may struggle to fund the cost of these trips, therefore anyone who is receipt of Free School Meals or who is currently facing financial hardship can apply to the school for a reduction in costs. The school will consider these applications on an individual basis and will apply a maximum 50% reduction. Failure to cover the costs of such activities and the associated costs through voluntary contributions may result in cancellation.

RESIDENTIAL TRIPS

The cost of residential trips are calculated and divided by the number of pupils expected to be on the trip. Some parents may struggle to fund the cost of these trips, therefore anyone who is receipt of Free School Meals or who is currently facing financial hardship can apply to the school for a reduction in costs. The school will consider these applications on an individual basis and will apply a maximum 50% reduction. If there is more than one residential trip reductions will only be given for one of the trips and not for both.

SPECIAL EVENTS

Voluntary contributions towards the cost of special events will be kept to a minimum and the cost of these events will be subsidised by the school.

MUSIC TUITION

All children study music as part of the normal school curriculum. We do not charge for this.

However, there are private tuition lessons available for children on an individual or group basis. This will be charged for but the cost is subsidised by the school. These lessons are optional and are in addition to the National Curriculum.

BREAKAGES AND DAMAGE

Parents may be asked to pay for damage to school property or equipment where this is the result of a pupil's misbehaviour.

VOLUNTARY CONTRIBUTIONS

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or Headteacher should make this clear to parents at the outset. The governing body or Headteacher must also make it clear to parents that there is no obligation to make any contribution.

LETTINGS

The school premises are a valuable community resource, for which educational usage constitutes a natural priority. A profit margin would be welcome when derived from private or commercial usage but are not the objective when facilitating education activity by designated users.

CONDITIONS OF HIRE

The governors have adopted the standard Hampshire County Council account of hire. These terms form Appendix A to this Policy Statement.

ADMINISTRATION OF LETTINGS

GENERAL - The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wish to make use of the school premises. Accordingly, they have delegated the authority to accept applications for hire to the Headteacher.

LETTINGS DOCUMENTATION - All formal hiring of the school's premises, including those for which no charge is made shall be properly documented. All hirers must complete a lettings of hire agreement and are to receive a copy of the conditions of hire. The hire agreement is a contract which the governors may enforce at law.

SCALE OF CHARGES

In arriving at their scale of charges the governors have followed the following principles

- (i) that statutory users will be charged an amount commensurate with cost recovery;
- (ii) that designated users will be charged no more than cost;

(iii) that private users will be charged on a cost plus an income margin for the school;
(iv) that there will be parity of treatment for similar users;
(v) that overall the cost of letting school facilities will be recovered from users.
For the purpose of charging, the Headteacher is empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged.

DEPOSITS - The governors reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

CANCELLATIONS - Governors will seek to recover any cost incurred by the school which are unavoidable and result directly from the cancellation of a letting.

PAYMENT METHODS - The governors are mindful of their responsibilities in safeguarding the school from bad debt. Therefore, payment at the time of booking is the norm. Cheques or cash are both acceptable but, preferably, the school will send an invoice to be paid by bank transfer. In all circumstances, an official receipt must be issued.

SECURITY - The governors will not normally insist upon continuous caretaking presence. However, they reserve the right and delegated power to the Headteacher to insist upon caretaking presence where in his/her view the nature of the hiring may leave the school vulnerable to theft or damage.

FREE SCHOOL MEALS

The criteria for eligibility is where parents/guardians are in receipt of one or more of the following benefits:

- 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)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

PAYMENT FOR SCHOOL MEALS

Currently, costs for school meals is set by the school in line with what is suggested by the catering provider for the school, Aspens. Payment for school meals is to be made by parents and carers directly to Aspens using the SwiftKitchen application in advance of any meals supplied.

RESIDENTIAL TRIPS

Information regarding the residential trips will be sent via email. Parents must confirm their child's place by completing the form detailed in the letter and paying their deposit before the date specified. Payments made after this date will be added to a waiting list until confirmation can be given that there are spaces available from the residential centre.