



Charging & Remissions Policy 2025-26

For there will never cease to be poor in the land. Therefore I command you, "You shall open wide your hand to your brother, to the needy and to the poor, in your land." Deuteronomy 15:11

Introduction

Archbishop Runcie First School is a Church of England Voluntary Aided school caters for children between the ages of three and nine years, drawing its pupils from a broad spectrum of society. In harmony with the Christian vision of the school we offer all pupils the opportunity to experiences the richness and diversity of God's creation through the curriculum we offer.

Our Trust Deed (26th April 1861) states that our primary purpose, as a school is for "...the education of the poor..." Today, we recognise the historic role the school played for the education of the most vulnerable of Gosforth. We recognise our role in promoting the next generation of children be courageous and do everything in love, as exemplified by our school motto, and our social justice mission to narrow the gap between those who are advantaged and those who are disadvantaged which we share with our predecessors, the wider church mission and the message of Jesus Christ.

Rooted in Biblical teaching, our intention is that all pupils, irrespective of their background or the challenges they face, make excellent progress and achieve high attainment across all subject areas and fulfil their God-given potential. We take from scripture that the most vulnerable are the oppressed and persecuted, the poor and the weak, the widows and the orphans, the prisoners and the foreigners. ***"This is what the Lord says: Do what is just and right. Rescue from the hand of the oppressor the one who has been robbed. Do no wrong or violence to the foreigner, the fatherless or the widow, and do not shed innocent blood in this place"*** (Jeremiah 22:3). Pupil Premium funding will be used to ensure that pupils from the lowest IMD deciles will not be disadvantaged by reduced opportunities.

The activity outlined in this statement is directed at improving the teaching of children who are disadvantaged but, equally, is designed to support children of all needs, recognising that disadvantage comes in many different sizes, types and durations. We know that what we do now has ramifications for the rest of our children's lives and that we, as a school, can play our part in narrowing that disadvantage to the very best of our abilities.

Our approach will be responsive to common challenges and individual needs, not assumptions about the impact of disadvantage. The approaches we have adopted complement each other to help pupils excel. To ensure they are effective we will:

- ensure disadvantaged pupils are challenged in the work that they are set
- act early to intervene at the point need is identified

- adopt a whole school approach in which all staff take responsibility for disadvantaged pupils' outcomes and raise expectations of what they can achieve

1. Legal framework

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England, and on guidance from the DfE on statutory policies for schools and academy trusts.

This policy will have consideration for, and be 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 (2017) 'Governance Handbook'

2. Charging for education

We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

We may charge parents for the following:

- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

3. Optional extras

We may charge parents for the following optional extras:

- Education provided outside of school time 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.
 - Religious education.
- Transport, other than that arranged for the pupil to be provided with education and transport for exclusively educational visits
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils, including late fees (see Attendance Policy)

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
- 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 costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. 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.

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

4. Voluntary contributions

We may 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 it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

As a Church of England First School, we are driven by the belief that each child is entitled to the same opportunities. Therefore, a child will never be excluded from an activity because parents or carers are unable to contribute to financial costs. No child will be excluded from an activity simply because their parents are unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled for the whole cohort.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

We often get requests, from parents or carers who are financially able, to pay for, or contribute towards the costs of activities for other children. This information would not be shared and the benefactor would not be aware.

5. Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. 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. Music Provision North east

6. Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

7. Residential visits

We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is 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 part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents in receipt of Pupil Premium may request assistance with the costs of board and lodging. Any parent who is concerned about the cost of school visits is invited to speak to the Headteacher or School Business Manager in confidence.

8. Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is 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 part of religious education.

Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

Any charges for extended day services will be optional.

9. Uncollected children/late collection

All children should be collected from classroom doors between 3:15 and 3:20pm. If parents/carers have not collected children by 3:20pm, children will be taken to After School Club (and parents/carers will be charged accordingly for a full session) so that staff can attend meetings and complete other duties. Thank you for your understanding.

After School Club is charged at £10.00 per session.

Late fees apply to After School Club: up to 15 minutes late - £25, 15-30 minutes late - £50, Over 30 minutes late - £100

10. Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

11. Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of Pupil Premium may request assistance with the costs of activities.

12. Monitoring and review

This policy will be reviewed annually by the FSP committee of the governing body.

Date	Action	By
November 2021	Reviewed & updated on website	FSP
October 2022	Reviewed & updated on website	FSP Cttee
October 2023	Reviewed & updated on website	FSP Cttee
October 2024	Reviewed & updated on website	FSP Cttee
October 2025	Reviewed & updated on website	FSP Cttee