



# Charging & Remissions Policy

Signed: *Amanda Powell*  
Chair of Governors

Presented to Governors	February 2013	Approved by Governors + Staff	February 2013	
Review 1	September 2014	Reviewed by	Rob Golding	Approved FGB Autumn 2014
Review 2	September 2019	Reviewed by	Annabel Elliott	Approved FGB Autumn 2019
Review 3	September 2020	Reviewed by	Annabel Elliott	Approved FGB Autumn 2020
Review 4	June 2022	Reviewed by	Annabel Elliott	Approved FGB Summer 2022
Review 5	October 2024	Reviewed by	Annabel Elliott	Approved FGB Autumn 2024

Next Review: Summer 2025

## **Roles and responsibilities**

The governing board has overall responsibility for approving and monitoring the implementation of the charging and remissions policy

The head teacher is responsible for ensuring staff are familiar with the charging and remissions policy and that it is being applied consistently.

## **Policy on charging for school activities**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

## **Prohibition of Charges**

The Governing Body recognises that the legislation prohibits charges for the following:

- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with a compulsory educational trip

### **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, they need to make an appointment to speak to the head teacher or the deputy head teacher.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events.

It is the intention of the school to make the vast majority of after school activities/clubs free for children to participate in. At times we use outside providers and as a result we will have to charge parents if their child wants to participate in the activity e.g. Judo or fencing clubs. We will always aim to keep the cost of these after school clubs low at a subsidised rate where possible.

Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property which have been damaged or lost as a result of the child's behaviour e.g. replacing a lost reading book.

**The cost of replacing a Read Write Inc or reading for pleasure book is £5.**

Parents may be asked to pay in cash or kind for materials which are being used in practical activities if they want to own the finished product – e.g. this may include a cost for work produced in cookery or DT.

### **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element.

However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum and provided for by a peripatetic music teacher.

### **Before and After School Club (Wrap around care)**

Before and after school club is offered to families from 7:40-8:40 am and 3:30- 6 pm at a cost of £5.50 and £11 per session respectively. This is payable on the school gateway app and must be paid for prior to the sessions being taken.

There will be a charge of £5 for late pick up of children. If a parent is persistently late to collect their child they will not be able to use the provision.

### **Remissions Policy**

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit – provided that you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- The guaranteed element of Pension Credit;
- An income related employment and support allowance
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you applied on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

**The Headteacher and Deputy-Headteacher are willing to talk to any parent in confidence if the cost of a trip is difficult to pay.**