



# Charging and Remissions Policy



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# CHARGING AND REMISSIONS POLICY

Person(s) responsible for updating the policy:	Laurie Archer, Headteacher
Version updated by:	Laurie Archer, Headteacher
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This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a voluntary contribution to costs and when they will not be asked to pay or contribute.

It also describes Remission; when costs will be waived for children from low-income households.

## **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which our school will provide free of charge and for those items where there may be a charge. The policy has been informed by the DfE guidance on charging for school activities.

## **Definition**

The school day is defined as: the morning and afternoon session times of the individual school. The midday break does not form part of the school day.

## **Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The policy will be reviewed from time to time to ensure that it meets with current guidance from the Department for Education.

## **Policy statement**

All activities that are a part of the National Curriculum for compulsory school age children, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity. We will normally make a charge unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school.

Charges will be made for pupils attending the Nursery who are below compulsory school age for hours which are not otherwise funded by the local authority.

## **Voluntary Contributions**

We will ask parents to make a voluntary contribution towards costs for activities during the school day which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions, it will be made clear when parents are initially informed about the planned activity that this is the case. The Headteacher or teacher will also make it clear to parents that there is no obligation to make any contribution.

No pupil will be prevented from participating because their parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips. From time to time, we may invite a non-school based organisation such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge; in these circumstances the school may ask for a voluntary contribution from parents.

### **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day. Such activities are 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 part of religious education. Examples are sports activities, theatre visits and extended day services such as the before and after school club. Charges will be based on the cost incurred less any specific funding received except the before and after school club which will be charged at a commercial rate.

### **Education partly during school hours**

A charge will 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.

#### **A) Non-Residential**

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

#### **B) Residential**

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).

### **Music Tuition**

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

### **Residential Trips**

There will be **no 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 and
  - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will charge** for:

- board and lodging (the charge will not exceed the actual cost).

### **Remission**

When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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 guaranteed 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply 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 criteria that entitles families to an exemption from paying for the cost of board and lodging has been aligned with free school meals eligibility criteria).

Service Premium: where applicable parents will be exempt from paying the cost of board and lodging upon request.

Children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Headteacher, so that no child is discriminated against. All applications for support/special consideration should be made direct to the Headteacher.

### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

### **Contacts for Further Information:**

The Department for Education (DfE) 0870 000 2288

[www.education.gov.uk](http://www.education.gov.uk)

The Education and Skills Funding Agency

[ESFA Education and Skills Funding Agency - GOV.UK \(www.gov.uk\)](http://www.gov.uk)