



# Charging and Remissions Policy

**Review Committee**

**Date Adopted**

**Date of next review**

**Signed (Chair of Governors)**

**Policy and Resources**

**20 October 2021**

**20 October 2024**

*Sarah Allan*

This policy has been written in line with the **DfE “Charging for Schools Activities”** October 2014.

In accordance with Sections 450 – 461 of the Education Act 1996, the Governing Body make no charge for education or educational activities provided during school hours as part of the published curriculum. However, the Governing Body recognises the valuable contribution that the wide range of additional activities can make towards the personal and social education of pupils. The Governing Body therefore reserve the right to levy charges for the following activities arranged by the school, which will not exceed the actual cost of the activity.

### **1. “Optional Extra” activities outside school hours**

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:
  - <sup>1</sup>Part of the national curriculum;
  - Part of religious 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).

### **2. Residential visits partly or fully during school hours**

No charge will be made for such visits other than board and lodging charges. The Governors recognise that they will provide full remission from the charge for board and lodging to pupils whose families are in receipt of the following:

- <sup>2</sup>Universal Credit in prescribed circumstances
- Income Support (IS)
- Income Based Jobseeker’s Allowance (IBSA)
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family’s income (as assessed by Her Majesty’s Revenue and Customs) does not exceed £16,190 (financial year 2013/2014)
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

### **3. Music**

Charges will 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 parent / carer/ Charges will not exceed the cost of provision, including the cost of the staff that provides the tuition.

No charge will be made for children who are looked after by a Local Authority. Pupils in receipt of Pupil Premium may be eligible for a subsidy and parents of these children should contact the School Business Manager to discuss this.

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<sup>1</sup> It should be noted that ‘part of the national curriculum’ is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum ‘inclusion statement’ (e.g. developing teamwork skills).

<sup>2</sup> The government plans to prescribe the circumstances when Universal Credit is fully rolled out.

**4. Materials for practical lessons**

The school does not charge for materials for practical lessons such as Food Technology/Design and Technology.

**5. Voluntary contributions**

The Governing Body recognises that the school may wish to offer opportunities for pupils to broaden the range of experience in connection with certain curriculum areas during school hours. Such opportunities might comprise an educational visit to an historic site, a theatre visit, work in an art gallery or museum, or use of swimming pools.

The Governing Body's policy is to encourage the school to work jointly with parents in this respect, and invite voluntary contributions from parents.

In encouraging such co-operation the Governing Body is anxious to ensure that parents are made aware that any such contributions are voluntary and that pupils will not be treated differently according to whether or not their parents have made any contribution.

The Governing Body recognises that the viability of visits in support of the curriculum, which are desirable but not essential, depends upon the level of voluntary financial support received from parents and delegate to the Head Teacher responsibility for decisions in relation to the viability of such visits. In cases where the activity cannot be funded without voluntary contributions, the governing body or Headteacher will make this clear at the outset. If insufficient voluntary contributions are raised, and school cannot fund it from another source, then the activity will be cancelled.

No child will be excluded from any activity if his or her parents are unable or unwilling to pay.

The Governing Body may from time to time, review and amend the categories of activity for which charges can be made.