



Charging & Remissions Policy	Date: 13 th June 2022
	Signed: <i>W. Chant</i>
	Review Date: June 2025

Purpose of Policy

We believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

Relationship to other policies

The policy compliments the school's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of Headteacher, other staff and Governors

The Headteacher, staff and Governors will ensure that the following applies:

1. No charges will be made for:

- 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 children is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for children learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions can be requested.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying children on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions can be requested.
- The cost of an authorised volunteer attending activities or visits will be met by the school.

- That the costs for employees to accompany children on activities or visits will be met by the school.

2. Activities for which charges may be made:

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, children whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.
- For ingredients and materials where parents have indicated that they wish to own their child's finished work, unless children are in receipt of Pupil Premium funding.
- Parents are required to meet the cost of damage or loss where this is the result of their child's unacceptable behaviour.

3. Families qualifying for Pupil Premium:

In order to remove financial barriers from disadvantaged children, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge, or a reduced charge, to parents entitled to Pupil Premium. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below...

Parents in receipt of:

- 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)

Children who have been adopted from care or have left care.

Children who are looked after by the local authority.

Children with a parent who:

- is serving in HM Forces
- has retired on a pension from the Ministry of Defence.