

## Charging and Remissions Policy

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.

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this Policy, please ask for advice from the school.

Signed

*Tim Bridger*

Chair of the Board of Directors

Date approved:	07.09.2021
Approved by:	Board of Directors
Version:	3.1
Date for Review	September 2022

### Version History

Version	Date Issued	Brief Summary of Change	Owners Name
0.1	22.01.2019	New Policy	Wendy Ainscough
1.1	15.10.2019	Policy Reviewed	Wendy Ainscough
2.1	01.09.2020	Annual Policy Review	Wendy Ainscough
3.1	07.09.2021	Annual Policy Review	Wendy Ainscough

## **1. Introduction**

- 1.1 The purpose of the Policy is to ensure that there is clarity over those items which the Trust will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in October 2014.

## **2 Responsibilities**

- 2.1 The Chief Executive Officer will ensure that staff are familiar with and correctly apply the policy. The Board of Directors will review the policy annually to ensure that it meets with current guidance from the Department for Education.

## **3 Policy Statement**

- 3.1 All activities that are a part of the National Curriculum<sup>1</sup> for compulsory school age children,<sup>2</sup> 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.

## **4 Voluntary Contributions**

- 4.1 We will ask parents to make a voluntary contribution towards costs for activities during the school day<sup>3</sup> which entail additional costs (for example school trips). If the activity cannot be funded without voluntary contributions it will be made clear when

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<sup>1</sup>The schools in our Trust are academies. They do not have to follow the national curriculum but must teach a broad and balanced curriculum including English, maths, and science and religious education. The term 'national curriculum' as used in this policy refers to this curriculum.

<sup>2</sup> Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

<sup>3</sup> Under [The Education \(School Day and School Year\) \(England\) Regulations 1999](#), the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any length of time up to 12 hours when the school meets, ending at noon or midnight that day.

parents are initially informed about the planned activity that this is the case. The head teacher 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 his/her parents cannot or will not make a contribution. However, if 90% of the overall cost of the trip is not recouped from voluntary contributions, and insufficient funds are available, it may be necessary to curtail or cancel activities.

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.

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

5.1 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.

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

6.1 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 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).

## **7 Music Tuition**

- 7.1 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).<sup>4</sup>

## 8 Residential Trips

8.1 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, 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; 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 costs).

8.2 The Board of Directors have agreed that children cannot attend residential trips if there is any outstanding debt against a school meal or an extended schools account.

## 9 Remission

9.1 When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any 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)

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<sup>4</sup> For further information, see [www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf](http://www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf)

- 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 entitle families to an exemption from paying for the cost of board & lodging has been aligned with free school meals criteria.)

The Board of Directors have agreed that 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 head teacher.

## **10 Calculating Charges**

- 10.1 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.