



# Policy for the Charging and Remission of Charges

Signed

Executive Principal

Date: 12<sup>th</sup> January 2023

Signed

Chair of Governors

Date: 11<sup>th</sup> January 2024

Reviewed: January 2023

Next Review Date: January 2024

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The Governing Body maintains a charging and remissions policy in accordance with the legislation. Parents are charged for all of those activities for which charges are permitted.

- **Musical Instrument Tuition**

Costs associated with tuition in playing a musical instrument where the tuition is provided either individually or to a group of not more than four pupils, unless the tuition is provided as part of a syllabus for prescribed public examination or is required by the National Curriculum.

- **Public Examinations**

The cost of :

1. Entering a pupil for public examination not prescribed in regulations and for preparing a pupil for such an examination outside school hours;
2. Entering a pupil for a prescribed public examination where no preparation, or no further preparation in the case of re-sits, has been provided by the school
3. Public examination fees where a pupil fails, without good reason, to meet the examination requirement for any public examination.

- **Materials, Books, Instruments or other equipment**

The cost for materials used in school where a parent indicates in advance that they or the pupil wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.

- **Board and Lodgings**

The costs of board and lodgings (not exceeding the actual cost) on residential visits, subject to the complete remission of such charges on visits deemed to fall in school time for pupils whose parents

are in receipt of specified state benefits as listed under 'Families qualifying for remission or help with charges' below.

- **Education Outside School Hours**

Any activity which takes place wholly or mainly outside school hours(as defined in the legislation) and is not provided as part of the syllabus for prescribed public examination and is not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. Such an activity is defined as an 'optional extra' and may be charged for. Charges for 'optional extras' outside of school hours may include:

1. Travel, board and lodgings for pupils
2. Materials, books, instruments and equipment
3. Entrance charges to facilities
4. Staff costs – both support and teacher costs (where a teacher/instructor has been engaged specifically to provide the activity. These teachers should be given a separate contract to provide the optional extra).
5. Insurance.

With an 'optional extra':

1. Parents can choose whether their children attend or not;
2. No profit can be included in any charges made – the charge is to be based on the actual cost of the activity;
3. A charge will not include a share of the cost of any remissions. Further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

(NB: when 50% or more of an activity, including traveling time, takes place during school hours no charge can be made).

### **Voluntary Charges**

We will seek voluntary contributions in order to fund activities taking place wholly or mainly during school hours for which the costs cannot be met from the school's budget, and make it clear to parents in writing that:

- Any contribution is voluntary;
- The children of parents who do not contribute will not be treated differently from any other child in the school.

We will warn parents in advance that where an activity cannot take place without some support from parents, and there are insufficient voluntary contributions, the activity may be cancelled.

## **Swimming**

The school organises swimming lessons for children from Y3 upwards although priority is given to Y6 and Y5 pupils initially. These lessons take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part. We ask for a voluntary contribution of £6.00 per child per swimming week to contribute towards the cost of transport to and from the swimming pool. However this may increase or decrease depending on transport costs.

## **Damage to Property**

As a Governing Body we reserve the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

## **Remissions**

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

Where parents are in receipt of income support or Universal Credit, the Governing Body will offer to remit a proportion of the cost for any residential activity, which is deemed to take place in school hours, or where it forms part of the syllabus for the National Curriculum

## **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, 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 in particular circumstances. 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 jobseekers allowance
- Support under part VI of the immigration and asylum act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules

- 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)

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

The Governing Body will remit all charges payable in respect of board and lodgings for the duration of a residential trip if the parents are in receipt of the above state benefits

**Statement to be included in all letters for day trips**

*We would remind parents that all costs for such visits are voluntary and although there is no obligation to contribute, I am afraid that these visits may have to be cancelled unless parents help in this way.*

**Statement to be included in all letters for residential trips in school time**

*If anyone has a problem regarding payment of this trip please speak to the Principal or teacher organising the trip as some of the costs may be picked up by the school if parents are in receipt of specified state benefits. All such conversations would, of course, be in the strictest confidence.*