



Charging & Remissions

School Policy

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1.1	Nov 2019	
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1.3	Nov 2021	Review – no change
1.4	Nov 2022	Review – no change
1.5	Nov 2023	Voluntary contributions; arrears (new)
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OUR VISION

We believe in the potential of every child regardless of background or individual needs. We are committed to providing an emotionally supportive environment, where pupils flourish, growing both spiritually and academically; securing foundations for each child to understand who they are and the unique qualities they bring to the world.

Purpose of Policy

We believe that all our pupils 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 pupils taking full advantage of the opportunities.

The headteacher, staff and governors will ensure that the following applies:

No charges will be made for the following provisions;

- An admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Instrumental or vocal tuition, for pupils learning in groups, unless the tuition is provided at the request of the pupil's parent;
- Education provided on any trip that takes place during school hours;
- 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;

Provisions for which charges may be made;

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, provided either individually, or to groups of any size, when the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition;
- certain early years provision;



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:
 - 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.
- examination entry fees if the registered pupil has not been prepared for the examinations at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit, however, pupils whose parents are in receipt of certain benefits (see below) may not be charged for board and lodging costs.
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Participation in any optional extra activity will be on the basis of parental choice and a voluntary willingness to meet the charges. Parental agreement is therefore a necessary pre- requisite for the provision of an optional extra where charges will be made

Voluntary Contributions

As an exception to the requirements set out above, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

The school may ask for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours e.g. swimming, cookery;
- Individual music tuition at the request of the parents;
- School equipment;
- School funds generally;
- Transport to visits or activities.

Any contribution requested in respect of individual pupils will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Families in financial need are asked to discuss their circumstances with the school at the earliest opportunity.



Damage to Property and Breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

Arrears

It is the policy of the school to seek full payment in advance for the cost of Extended School activities.

Costs for activities are based upon attendance at all scheduled sessions, therefore parents should be expected to pay for sessions that their child does not attend. If, at the end of a half-term charges are outstanding, further participation at the activity will be suspended.

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. Criteria for qualification for remission are given below:

- 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 for residential visits:
- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Where personal circumstances are a factor in the payment of a voluntary contribution, parents are asked to contact the school so that this can be discussed in confidence. Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the Headteacher taking into account as to whether additional help is justified.