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| <b>Policy:</b>           | Charging and Remissions Policy |
| <b>Owner:</b>            | Finance Group                  |
| <b>Approval Date:</b>    | November 2020                  |
| <b>Review Frequency:</b> | Annually                       |
| <b>Review Date:</b>      | November 2021                  |
| <b>Signed:</b>           |                                |
| <b>Notes:</b>            |                                |

*As a Rights Respecting School we recognise Article 29 'Goals of Education' from the UN Convention of the Rights of the Child.*

### **Purpose**

The purpose of the policy is to inform staff and parents about charging for school activities. The Governing Body will ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as: 08:40 to 12:00 and 13:00 to 15:00 during term time.

### **References**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

### **Definitions**

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

### **No charges will be made for:**

- any application for admission to the school;
- education provided during school hours, including the supply of any materials, books, instruments, other equipment or essential transport;
- education provided outside school hours if it is part of the national curriculum or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

### **Charges will be made for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- music and vocal tuition, either individually or in groups, where the tuition is provided at the request of the parent;
- education and activities outside of school hours which are not an essential part of the national curriculum or religious education
- board and lodging on a residential trip (see also Remissions)
- extended services such as Breakfast Club and After School Care
- parents will be asked to pay for malicious or careless damage to school property when such damage had been caused by their child(ren).



## **Calculating charges**

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 can't.

## **Voluntary Contributions**

From time to time the school will ask parents to make voluntary contributions towards activities during school time to make school funds go further. There is no obligation for parents to make any contribution. Any pupil whose parents cannot or will not contribute will not be excluded from such activities and will not be treated any differently.

However, if voluntary contributions for a particular activity are not sufficient to make it financially viable, the school reserves the right to cancel the activity for the whole class or group of pupils involved.

## **Remissions**

Where parents are receiving the following benefits, the school may be able to remit some or all of the charges:

- 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)

Parents who can prove they are in receipt of one of the above benefits will be exempt from paying the cost of board and lodgings on a residential trip taking place during school hours.

Any parent wishing to apply for remission of charges on financial grounds should write to the Headteacher giving full details of the circumstances. All such requests will be viewed sympathetically and treated in confidence.