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NAME OF POLICY:	Charging and Remissions Policy
STATUS:	Statutory
DATE ISSUED:	September 2019
REVIEW DATE:	September 2021
APPROVED BY:	Governing Body
APPROVED DATE:	Oct 2019

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### **Introduction**

No charge can be made for admitting pupils to academy schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

### **Purpose**

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 and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

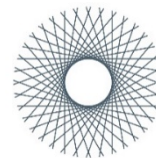
### **Roles and responsibilities of headteacher, other staff, governors**

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 pupil is being prepared for at the school) or part of the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments or singing if the tuition is required as 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
- entry for a prescribed public examination, if the pupil has been prepared for it at the school\*
- examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school
- 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 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

*\* If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*



## **2. Activities for which charges may be made**

### a) 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).

### b) Residential activities

- During school time - Board and lodging costs (but only those costs) of residential trips. However, pupils whose parents are in receipt of certain benefits (see appendix a) may not be charged for board and lodging costs.
- Out of school time – Full costs of the residential trips (other than for those activities listed in 1 above).

When any trip is arranged parents will be notified of the policy for allocating places.

### c) Music tuition

Music tuition for individuals or groups of pupils. Parental agreement will be obtained before a charge is made.

### d) Hire of Musical Equipment such as Violins for private tuition

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as “optional extras”. Charges will not exceed the actual cost (per pupil) of provision.

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

If any families feel they are in great financial difficulties, and need help with paying for any charges placed on them, they may arrange for an appointment to see the Headteacher and discuss their current financial position. The Headteacher will decide if the school can offer any remission.

## **4. Additional considerations**

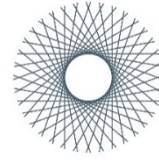
The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments through parent pay online or in a local shop by cash.
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

## **5. Voluntary Contributions**

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours eg Swimming
- school equipment
- school funds generally

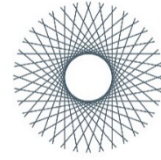


□

The contribution must be genuinely voluntary, though the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

## **7. Other charges**

- **Damage to School, Staff or Pupil's Property**  
If a pupil deliberately damages property belonging to the school, a member of staff or a pupil, then they may be asked to either replace the item with an identical one or pay for the cost of replacing the item. If the damage is accidental then this does not apply. This includes the cost of iPads loaned to children in year 6.
- **Damaged or Lost Books**  
If a reading or library book is lost or damaged, then a charge of £5 is made as a contribution towards its replacement.
- **Photocopying/Documents**  
All letters and documents are photocopied free of charge. However, if extra copies of letters or documents are requested, then a charge of 10p per page will be made to cover costs.



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**Appendix a**

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided 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
- Guaranteed State Pension