

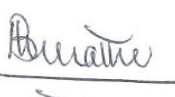


**Striving together for excellence and enjoyment'**

# **Charging and Remissions Policy**

Policy updated: May 2022  
Policy Review: May 2025

Signed  (Headteacher)

Signed  (Chair of Governors)

# Contents

1. Aims
  2. Legislation and guidance
  3. Definitions
  4. Roles and responsibilities
  5. Where charges cannot be made
  6. Where charges can be made
  7. Voluntary contributions
  8. Remissions
  9. Monitoring arrangements
- 

## 1. Aims

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

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'/carers' financial means. This 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.

## 2. Legislation and guidance

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

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## 3. Definitions

**Charge:** a fee payable for specifically defined activities

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

## 4. Roles and responsibilities

### 4.1 The governing board

- The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.
- The governing board also has overall responsibility for monitoring the implementation of this policy.
- Responsibility for approving the charging and remissions policy has been delegated to the Resources committee.
- Monitoring the implementation of this policy has been delegated to the Resources committee.

#### 4.2 Headteacher

- The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### 4.3 Staff

- Staff are responsible for:
- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The school will provide staff with appropriate training in relation to this policy and its implementation.

#### 4.4 Parents

- Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **5. No charges will be made for**

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum
- 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 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.

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

- Education provided outside of school time that is not part of the National Curriculum or the curriculum for religious education:
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Vocal or instrumental tuition provided either individually or to groups of pupils provided that the tuition is provided at the request of the pupil's parent.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the activity divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an activity which is to be charged for.

## **7. Voluntary Contributions**

A school governing body can ask for voluntary contributions for the benefit of the school or any school activity. The governing body or head teacher should make it clear to parents at the outset that the activity cannot be funded without voluntary contributions. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

## **8. 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/carers in particular circumstances.

This remissions policy sets out the circumstances in which charges may be waived or reduced. Criteria for qualification for remission are given below.

Parents/carers in receipt of:

- 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)
- Pupil Premium Entitlement

## **9. Arrangements for monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

This policy will be reviewed every 3 years by the Resources Committee. Any amendments will be presented at a meeting of the full governing board.

This policy is based on The Key model policy – updated May 2022