



Charging and Remissions Policy

2023-2024

Status	Draft	Approval	Local Governing Body
Maintenance	Resources Committee	Role(s) responsibility	Local Governing Body
Date effective	25 th January 2023	Date of last review	9 th March 2022
Date of next review	9 th March 2024	Date withdrawn	Not withdrawn

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1. Introduction

The Local Governing Body recognises the valuable contribution the wide range of additional activities (including clubs, trips and residential experiences) can make towards pupils' personal and social education. The Local Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The policy on Charging and Remissions conforms to the Education Reform Act 1988 and the Education Act 1996.

2. Charges

The Governing Body reserves the right to make charges in the following circumstances for activities organised by the school:

- Board and lodging for a pupil on a residential school visit
- The full cost of activities deemed to be 'optional extras' (such as club and sporting fixtures) taking place wholly or mainly outside school hours which are not part of the National Curriculum or Religious Education.
- The cost of instrumental tuition, unless this tuition is required as part of the National Curriculum.
- Hiring or purchasing of musical instruments and music books if supplied by the school.
- The fee recommended for entry for music examinations, unless the entry is required as part of the National Curriculum.
- Charging in kind for materials and ingredients for practical activities such as woodwork, cookery, needlecraft, pottery, ceramics, textiles etc. provided the parents/carers have indicated, in advance, that they wish to own the finished product.

The Governing Body also reserves the right to make charges for reinstatement or replacement in respect of damages to school property as a result of vandalism, or other inappropriate behavior or misuse.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

3. Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

In making requests for contributions, the Governors wish to make it clear that:

- i There is **no** obligation to contribute
- ii Children will **not be treated differently** whether or not parents/carers make any contribution.

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However, where an activity is dependent upon voluntary contributions and this fails to meet the required amount, the Governors reserve the right to cancel the proposed activity. This would be regrettable.

Voluntary contributions may be requested, in the following circumstances -

Education Activities, Day Trips and Activities on Residential Trips

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the activity, adult voluntary supervision and/or transport to the activity. All contributions are voluntary. If a parent/carer wishes his/her child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity.

4. Remissions

For families in receipt of one or more of the following support payments:

1. Income Support (IS)
2. Income Based Jobseekers Allowance (IBJSA)
3. Support under part VI of the Immigration and Asylum Act 1999
4. Child Tax Credit where no Working Tax Credit is received and annual income, as assessed by the Inland Revenue, does not exceed £16,190 (figure reviewed April annually)
5. Working tax credit run-on paid for 4 weeks after you stop qualifying for the Working Tax Credit.
6. Guaranteed Element of State Pension Credit
7. Universal Credit (household income must be less than £7400 per year).

The Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the pupil provided the activity is deemed to take place within school hours or forms part of the syllabus of a prescribed public examination or the National Curriculum or other activity.

Such claims for remission are to be submitted in writing to the Head Teacher supported by appropriate evidence of the relative support payment.

In other circumstances there may be cases of family hardship which make it difficult for a child to take part in particular activities. Again parents/carers are invited to talk this over, in confidence, with the Headteacher.

5. School clothing grant

A school (necessitous) clothing grant is available for those children who meet the eligibility criteria above. Please see our separate Necessitous Clothing Policy/Application form which can be obtained from the School Office.

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6. Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.