

Charging and Remissions Policy



Reviewed by:	Date:	Changes made:
AC	01-03-2023	Replacement policy

Schools serving their communities through excellence,
exploration and encouragement within the love of God

'Let us run with perseverance the race set before us' Hebrews 12:1

Introduction

The Academy Committee recognises 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.

This Policy is based on the following vision and values:

It is our belief that all children are created in the image of God, and all children deserve the best educational experience that we can offer to ensure every child can reach their full potential. We want to be able to remember more, know more and learn more, this means children developing their knowledge and skills within our curriculum through carefully planned progression and their own personal interests, but also adults developing their practice, learning from one another and sharing wisdom with the children we are lucky to work with. As part of this we are becoming more resourceful, being able to adapt – using what we have available to us – to become successful and ensure that we are continuously present, and persevere.

At Edenham, we value the diverse backgrounds of all pupils and families and undertake a variety of events and lessons to celebrate these. We have found this approach to be enriching for all as it teaches tolerance and respect for the differences in our community and the wider world.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) 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

Roles and responsibilities of Headteacher, other staff and Academy Committee Members

The Headteacher, staff and Academy Committee Members will ensure that the following applies:

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No charges will be made for:

- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time.
- Admission applications
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- School meals for pupils registered for Free School Meals Education provided during school hours

Sports Coaching

All children have P.E. lessons e.g. gymnastics, netball, hockey, as part of the school curriculum. Some of these lessons are taught by external coaches, no charge is made for these activities during the school day.

Activities for which charges may be made

Below we set out what Edenham C of E Primary School can charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition if this at the request of the parent. This will include payment for examination entry if the pupil is prepared for them as part of the tuition.
- Community facilities (please see separate Letting Policy)

Optional extras

Clubs

We have many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and are charged for. Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term.

Residential visits

School will not charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

School can charge for:

- board and lodging but the charge must not exceed the actual cost.

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. When any trip is arranged parents/carers will be notified of the policy for allocating places.

Participation in any optional extra activity will be on the basis of parental choice and a 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.

Damage to Property and Breakages

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book.

Where property belonging to a 3rd 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.

Uniform

School does not accept responsibility for lost or damaged articles of clothing or any personal possessions.

Voluntary Contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days and workshops as part of trips. No child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it may be cancelled monies paid will be returned to parents/carers. The school will make parents aware of a possible cancellation in the information sent to parents.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

At times, the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides information on request (No individual circumstances are disclosed).

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 a reduced or no charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will 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 providing that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the limit for that tax year
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Where the parents of a child are unable to meet any one of the charges the school may make, they can apply in writing and complete confidence, to the Head Teacher for the remission of charges in part or full. The Headteacher will make any authorisation of the remission of charges.