

	<h1 data-bbox="540 217 1106 264">Charging and Remissions Policy</h1>	Resilience Respect Responsibility
This policy was reviewed by the Governing Body: September 2023	Next review: July 2024	
Head Teacher: Ilona Sanderson	Lead: Ilona Sanderson	

Aims

Our school aims to:

- have robust, clear processes in place for charging and remissions,
- clearly set out the types of activity that can be charged for and when charges will and will not be made,
- offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities,
- 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' and carers' financial means.

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](#).

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

The Head Teacher, 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)
- tuition for pupils learning to play musical instruments (or singing) 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 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 (e.g. swimming).

2. Activities for which charges may be made:

- 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).
- Residential activities - Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents or carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.
- Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged, parents and carers will be notified of the policy for allocating places.
- Music tuition - Music tuition for individuals or groups of up to four pupils.
- School Meals
- Extended Schools

3. 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 and carers in particular circumstances. Criteria for qualification for remission are given below. Parents/carers 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
- Pupil Premium entitlement

4. Debt recovery

Parents and carers who are experiencing difficulty paying for a chargeable service offered by the school should inform the school office immediately. In most circumstances a payment plan can be agreed to help parents clear their debt to the school as soon as possible.

Meals

Payment for school dinners should be received termly.

At the end of each term a letter will be sent home requesting payment for any outstanding balance. If payment is not received over the holiday period, a further letter will be sent at the start of the next term outlining that payment needs to be made within a two-week period. This letter will state that the child will not be provided with a school dinner following the two-week period until payment is made.

Extended schools

- Payment for extended schools such as Early Morning Drop Off should be received termly.
- At the end of each term a letter will be sent home requesting payment for any outstanding balance.
- If payment is not received over the holiday period, a further letter will be sent at the start of the next term outlining that payment needs to be made within a two-week period. This letter will state that the child will not be able to access extended school provision following the two-week period until payment is made.
- Payment for after school clubs will be requested where an external provider has been appointed, or to cover the cost of materials where applicable.

If parents and carers make no attempt to clear the debt the school will send a final letter from the Head Teacher warning that legal proceedings may be taken. Large debts over £100 left unpaid will be passed to a professional debt collection agency to legally recover on behalf of the school.

5. 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 must be cancelled. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

6. Arrangements for monitoring and evaluation

The Governing Body will monitor the impact of this policy by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Parents and Carers will be reminded of this policy annually at the beginning of the academic year and via the school website.