



## Charging and Remission Policy

### Philosophy

We recognise the valuable contribution a 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 equal opportunity to benefit from school activities and visits (curricular and extracurricular) 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.

We believe in the highest quality of provision for our students and we allocate resources appropriately and within guidelines to ensure that good value for money is achieved.

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges are made to any registered pupil for any books, materials, equipment or apparatus used during school hours.

We apply the charging policy in line with Section 457 of the Education Act 1996, which e.g. allows charges to be made for residential school trips and artefacts made in school and taken home.

Questions and queries about this policy or discussions regarding the application of this policy to an individual student can be addressed by contacting the main school office and enquiries will be dealt with in confidence by a senior member of staff.

### **Voluntary Contributions**

'Where the school cannot levy charges and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of a trip or activity. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will not take place.'

We believe that no student should be disadvantaged as a result of home or family background circumstances and apply a remissions policy. The Head Teacher and Governors may remit some charges in part or in full as reasonable in particular individual circumstances. The charging and remissions policy is an integral part of our inclusive arrangements for students and is applied equally to all students. In normal cases, letters sent out when a charge is made (e.g. for a trip) will be accompanied by a clear verbal instruction by the organiser that arrangements may be available to support parents/families who are eligible for remissions. Please contact the school office for further information, support and guidance.

### **Specific examples of how this policy may be applied:**

#### **School Trips and Visits**

**Day Trips:** No charge will be made in respect of day trips that take place during school hours or are part of the curriculum. However, voluntary contribution may be requested to cover the cost of transport and/or entrance fees.

#### **Residential visits:**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

#### **Music Tuition:**

The school charges for individual music lessons and group music tuition up to and including 4 persons, if the teaching is not an essential part of the National Curriculum being followed by the pupil. The cost of extracurricular instrumental lessons is subsidised by the school. A further discount is available to pupils whose families are entitled to free school meals.

#### **Out of School Activities**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination. If a pupil is prepared, outside school hours, for an examination that is not set out in regulations, a charge will be levied for tuition and other costs. For all other activities outside school hours, a charge up to the cost of the activity or materials will be made.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.

### **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee. For users connected to the school e.g. CSPA, the charge will be based on the site staff overtime costs.

### **Remissions Policy**

#### *1. 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 in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below: Parents in receipt of:

- Income support
- Income based jobseekers allowance ☒ Support under part VI of the immigration and asylum act 1999
- Child Tax Credit, providing 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
- Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

#### *2. 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
- 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.

Signed:  
(Mrs Shabiha Sayed - Headteacher)

Date: October 2021

Signed:  
(Mr Martin Francis - Chair of Governors)

Date: October 2021