Charging and Remissions Policy

Date ratified	17 June 2020
Committee Responsible for Policy	Business Committee
Date to be updated	March 2021
Headteacher Signature	
Chair of Governors/ Committee Signature	

At Holy Trinity we aim to ensure that we all are **'Growing Together as Children of God'.**

- We want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning.
- We work **together** with families, community and church to model positive relationships, supporting each other, and acknowledging that we are stronger when we work together.
- We are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished.

1. Aims

We aim 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 be made

Holy Trinity C of E Primary is an inclusive school guided by the Christian ethos that is expressed in the school's aims. These aims promote inclusive education in its widest sense in all areas of school life. This policy is intended to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer.

The school will ensure that families on low incomes and in receipt of the benefits listed in section 8.1 are aware of the support available to them when being asked for contributions towards the cost of school visits.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

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 449-462 of which set out the law on charging for school activities in maintained schools in England.

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

The Governing Body
The Governing Body has overall responsibility for approving the charging and remissions policy, and delegates this to the Business Committee. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

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

Staff
Our 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 Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

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

5. Where charges cannot be made

The school cannot charge for the following:

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
    - Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
    - Entry for a prescribed public examination if the pupil has been prepared for it at the school
    - Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential visits

- 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
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
    - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

School Meals

- No charge will be made for pupils entitled to free school meals.

6. Where charges can be made

The school can charge for the following:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Music and vocal tuition, when provided at request of the parent
- Certain early years provision
- Community facilities

Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- 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)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra 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 optional extra which is to be charged for.

Music tuition
The school can charge for 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.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits
We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible, such as school trips and sports activities.

There is no obligation for parents to make any contribution, and 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 will be cancelled.

8. Activities this school charges for

The school will charge for the following:

- School meals (an amount determined by the local authority, contractor or Headteacher of the school, as appropriate)
- Board and lodging for residential trips
- Some school trips (when the cost cannot be covered through Class Funds)
- Extra-curricular activities which are led by school staff (other extra-curricular activities are delivered by external providers whom parents pay directly)
- After School Club
- The cost of ingredients or materials where parents/carers have confirmed in advance that they wish to keep the finished product
- Damage to or loss of school property by a pupil at the discretion of the Headteacher

The Business Committee of the Governing Body agree the charge for After School Club for the forthcoming financial year in March of every year and parents will be informed one month prior to the new charges taking effect.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Headteacher and/ or Governing Body and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

The school may choose to provide financial support to other parents, through the use of a hardship fund, at the discretion of the Headteacher (or Governing Body if the Headteacher is unavailable).

10. Monitoring arrangements

The Headteacher and School Business Manager monitor charges and remissions, and ensure these comply with this policy.

This policy will be reviewed by The Business Committee of the Governing Body every year.