

Holy Trinity Church of England Primary School

Charging and Remissions Policy

1 Introduction

- 1.1 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 and has been formulated in accordance with DCSF guidance on Charging for School Activities (October 2014).
- 1.2 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.
- 1.3 This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

2 School meals

- 2.1 No charge will be made for pupils entitled to free school meals.
- 2.2 All pupils not entitled to free school meals will be charged an amount determined by the local authority, contractor or Headteacher of the school, as appropriate.

3 Activities taking place wholly or mainly during school hours

- 3.1 Where the whole or majority of time spent on an activity takes place during school hours, no charge will be made for that activity or transport provided in connection with it, although a voluntary contribution may be sought. "School hours" are those when the school is actually in session and do not include the break in the middle of the school day.
- 3.2 A charge may be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to keep the finished product.

4 Activities taking place wholly or mainly outside school hours

- 4.1 Charges may be made for an activity taking place outside school hours unless it is a necessary part of the curriculum; or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of the school's basic curriculum for religious education.
- 4.2 The Headteacher will determine which activities are charged for and the level of charge. The charge for an individual pupil will not exceed a proportionate share of the costs for:
 - (a) travel
 - (b) materials and equipment
 - (c) non-teaching staff costs
 - (d) the provision of teaching staff specifically engaged to provide that activity
 - (e) insurance costs
 - (f) entrance fees

5 Residential

- 5.1 Residential activities ("the residential") are treated as being within school hours if the number of school sessions missed by the pupils is equal to 50% or more of the number of half days spent on those activities.
- 5.2 Pupils will be charged an amount up to the full cost of board and lodging of the residential whether it takes place within or outside school hours.
- 5.3 No charge for education activities provided or travel costs will be made where the residential takes place within school hours, although a voluntary contribution may be sought.

- 5.4 Where the residential takes place outside school hours, a charge will be made for the educational activities provided and travel costs.
- 5.5 Where pupils are entitled to a remission, no charge will be made for board or lodging, educational activities or travel costs whether the residential takes place within or outside school hours.
- 5.6 When the school informs parents about a forthcoming visit the school will make it clear that parents who can prove they eligible to a remission will not be charged.
- 5.7 Residential activities undertaken in Year 4 (Windmill Hill) and Year 6 (France) are 'optional extras' under the DFCS guidance and a charge will be made for these activities except where pupils are entitled to a remission.

6 Music tuition

- 6.1 No charge is made where the music tuition is an essential part of the National Curriculum (including instrument hire, music books etc). A charge may be made to cover the cost equipment or books where parents/carers have confirmed in advance that they wish to keep such equipment or books.
- 6.2 There is a charge for individual or group music tuition which is not part of the National Curriculum and which is provided by peripatetic music teachers. This charge is paid directly to the Merton Music Foundation or to the peripatetic music teachers and therefore falls outside the scope of this policy.
- 6.3 No charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989)

7 Damage to property and loss of equipment

- 7.1 A charge may be made for damage to or loss of school property by a pupil at the discretion of the Headteacher.

8 Remissions and concessions

- 8.1 Remission for charges and voluntary contributions will normally be made for parents who can prove that they are in receipt of any of the following support payments:
- Universal Credit in prescribed circumstances¹
 - 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 HMRC) does not exceed £16,190
 - The guarantee element of State Pension Credit
 - An income related employment and support allowance that was introduced on 27 October 2008
- 8.2 In the event that there is a change in law, or guidance from government (e.g. as to the support payments that define eligibility for remission), then the Headteacher will follow such updated law or guidance where it contradicts this policy.

9 Voluntary Contributions

- 9.1 In certain circumstances parents may be invited to make a voluntary contribution towards activities that are exempt from charging.
- 9.2 Where a voluntary contribution is requested, the children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.
- 9.3 If an activity cannot go ahead without sufficient voluntary contributions being made, this will be explained to parents when the contribution is requested.
- 9.4 If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

¹ The government plans to prescribe the circumstances when Universal Credit is fully rolled out

9.5 When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is a voluntary contribution and not compulsory. The school will not send colour coded letters as a reminder to make payment. Direct debit or standing order mandates will not be sent to parents when requesting voluntary contributions.

10 Monitoring and Review

10.1 This policy is monitored by the Business Committee, and will be reviewed every 3 years or earlier if considered necessary.

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Approved by the Business Committee on Tuesday 10th May

Signed A Matthews (Chair)