

# Charging and Remission Policy



## Policy Statement

At Holy Trinity CE Primary School we embrace the vision for a highly educated society in which opportunity is more equal for children and young people – no matter what their background or family circumstances.

With Christian faith central to our ethos and teaching, we strive to provide a happy, caring environment to maximise learning and achievement.

Our aim is for this ethos to permeate every aspect of the curriculum – lessons, events, routines, out of school clubs, trips and visits – and this policy seeks to ensure that our vision is fully realised and adhered to by all members of the school community.

## Governing Body

<b>Lead Person</b>	<b>Chair of Finance &amp; Resources Committee</b>
<b>Link Governor/Chair of Committee</b>	<b>Nicole Lyon</b>
<b>Committee</b>	<b>Finance and Resources</b>
<b>Date Reviewed (incl. signature of Link Governor/Chair)</b>	<b>April 2022</b>
<b>Date Ratified (incl. signature of Chair of Governors)</b>	<b>April 2022</b>
<b>Next review date</b>	<b>March 2024</b>

Chris Tongeman

David Winn



## CHARGING AND REMISSION POLICY

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### *Excellence in how we worship, learn and work together*

Every one of our children is unique and special. We are committed to providing an exceptional learning experience for all the children in our Holy Trinity family.

We strive to enable our children to acquire the knowledge, skills and characteristics they need to be successful in the wider world.

At Holy Trinity, we serve our community with compassion, empathy and kindness in all that we do.

### 1. Free education

1.1 The Governing Body of Holy Trinity Church of England Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential stays, can make towards our children's personal and social education. The Governors aim to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this Policy Statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. This policy was written with reference to the DfE Fair Access Division document, 'Charging for School Activities' (2021). The review date for this policy is recorded at the end of the document.

#### **The policy identifies activities for which:**

- Charges will not be made;
- Charges will be made;
- Charges may be waived.

### 2. Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not

receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 The 1988 Education Reform Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

2.3 Subsidies from various sources e.g. School Fund, The PTFA of Holy Trinity, voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school fund for the benefit of the children.

2.4 Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

2.5 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 invite them to discuss this with their child's teacher or key stage leader, as assistance may be available.

2.6 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Transport

2.7 The **Diocesan Maintenance** fund is a contribution to the maintenance of the outside of the buildings, which the Church authorities pay for. Each family is invited to contribute £1.50 per week or £60 per year, per family, on a voluntary basis.

### 3. Residential visits

3.1 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 or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents of children who receive free school meals or Pupil Premium are offered the option to make a reduced payment.

### 4. Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

### 5. Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

## **6. Lunch time / After School Sport and Creative Activities**

6.1 The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.

## **7. Loss and Damage to School Property**

7.1 Parents of a pupil who damages or loses any item of school property or equipment, including, for example, computer software, are liable for the cost of repair or replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably. No remission or help is available.

## **8. Breakfast Club**

8.1 Parents are charged £4 per session attended by their child, which includes the cost of food. Parents may use childcare vouchers to fund the cost of Breakfast Club.

## **9. Activity Club**

9.1 Parents are charged £8 per session attended by their child; parents are advised to provide their child with a snack. Parents may use childcare vouchers to fund the cost of Activity Club.

## **10. Charging in Kind**

10.1 The Governors may charge for ingredients and materials, or require them to be provided, if the parents have indicated in advance that they wish to own the finished product. For example: a clay model, a charge to cover the cost of the clay; or a revision book supplied by the school.

## **11. Remissions**

11.1 In some circumstances, there may be cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, such parents may apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

11.2 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 or reduced.

## **12. Families qualifying for remission or help with charges.**

If remission or help is available in relation to a particular charge it is indicated above for the various activities. Remission for Category A is up to 50% for particular activities. Criteria for qualification for remission are given below.

## Category A

Parents in receipt of:

- Universal Credit provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-Based Jobseekers Allowance
- Income-Related Employment and Support
- The guarantee element of Pension Credit
- Support under part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit provided they are not also entitled to working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC (Figure correct for 2020/21)
- Working Tax Credit run-on – paid for 4 weeks after stop qualifying for Working Tax Credit

## Category B

The household income is more than £16,190 (i.e. Category A does not apply), but less than £22,000. Up to 25% reduction for particular activities.

## Category C

Children in Care ('Looked After'). Remission may vary depending on the activity, ranging from 50% to 100%.

Proof of the above must be supplied when requesting assistance, which must be given in writing.

## 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:

- 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 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.

Parents should speak to the Headteacher confidentially to discuss remissions and reductions as above, and the head teacher will apply this policy consistently and fairly. The Headteacher will ask to see evidence to meet the criteria, but will not keep a copy. The Headteacher will use the school budget funding to make these remissions and reductions, and the Finance and Resources Committee will ensure that adequate resources are allocated for this purpose.

The Headteacher will report to the governing body once a year to inform them of activities requiring charges, voluntary contributions and any remissions given.

## Policy Adoption, Monitoring and Review

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education, September 2020'

Policy Adopted by Governors in: April 2022

Signature (Chair of governors):

A handwritten signature in black ink, appearing to read 'Ann Taylor', written over a horizontal line.

Policy Due for Review: April 2024