



Charging and Remissions Policy – 2023-24

Introduction

The policy's purpose is to ensure that there is clarity over those items the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance.

Definition

The school day is defined as: *8.55 – 3.15 pm*. The midday break does not form part of the school day.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy during every Autumn Term.

Policy statement

During the school day, all activities that are a necessary part of the National Curriculum, plus religious education, will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless teaching is an essential part of the National Curriculum, we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs [*for example, field trips*]

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

If insufficient funds are available, it may be necessary to curtail or cancel activities

Occasionally, we may invite a non-school-based organisation, such as a visiting theatre group or music workshop, to arrange an activity during the school day. Such organisations may wish to charge parents, who may if they wish, ask the headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities outside the school day, such as Sports and Cookery Clubs. Such activities are not part of the National Curriculum or religious education or an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside, there will be no charge if most of the time spent on the activity falls within the school day. Conversely, charges will be made if the bigger proportion of time spent falls outside of the normal school day. Parents will be told how the charges were calculated when such activities are arranged.

Residentials

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The best value principles will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In cases of hardship, the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible benefits

Free School Meals

Income Support;

Income-based Jobseeker's Allowance;

Income-related employment and support allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that does not exceed £16,190)

Guaranteed element of state pension credit.