



# Charging & Remissions Policy

Responsibility: Executive Principal

Date: September 2022  
Review: September 2024

Signed: C. Patterson Executive Principal

## **1. Introduction**

Education provided during school hours is at no charge to Parents/Carers. We do not charge for any activity undertaken as part of the National Curriculum. This policy will be reviewed on an annual basis and adjusted in line with any subsequent guidelines from the DFE, local authority or the Enquire Learning Trust.

## **2. Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children the school asks parents and carers to contribute to the cost, which is supplemented by school funds. We will inform parents of the full cost of school visits and the supplemented cost to them.

If a parent/carer wishes their child to take part in a school trip or event and is unable to make the full contribution the school will offer for the parent/carer to pay by instalments over a short period. Exceptional circumstances would be dealt with on an individual basis.

If a visit or event is free of charge we will ask for a nominal contribution towards the cost of transport. For visits and events that carry an admission charge, the school will calculate the total cost including transport and ask parents/carers for reasonable contribution.

## **3. Residential Visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we would not make any charge for the education. However, we may make a charge to cover the costs of board, lodging and travel expenses. Parents will be given the option of a payment plan to spread the costs of residential visits. If parents are experiencing financial difficulty they are invited to write in confidence to the school. Parents who can provide evidence of being in receipt of certain state benefits may be exempt from paying the cost of board and lodging. We will endeavour to provide children not taking part in a residential visit the opportunity to take part in other activities. It is our policy for the school to cover the cost of any additional teacher and support staff time necessary to lead the visit or subsequent follow up work.

*Direct.gov.uk says*

*“Schools can charge for the cost of board and lodgings during overnight school trips, but the charge may not be more than the accommodation actually costs.*

*Where the visit is wholly or mainly during school hours, parents who get the following benefits aren't required to pay any charge for board and lodgings:*

*Income Support*

*Income-based Job Seekers Allowance*

*Support under part VI of the Immigration and Asylum Act 1999*

*Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £16,190*

*Guaranteed State Pension Credit”*

## **4. Music Tuition**

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

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 and instrument hire.

## **5. Transport**

Schools cannot charge for transporting registered pupils to or from the school premises, where the local authority or academy trust has a statutory obligation to provide transport, transporting registered pupils to other premises where the governing body, local authority or academy trust has arranged for pupils to be educated or transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school.

## **6. Swimming**

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 make no charge for this activity. Parents and carers are informed when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **7. After School Clubs/Activities**

The school offers after school clubs and activities when possible. Clubs may be organised and run by school staff or external providers. Depending on the cost of the provision there may be a small charge for pupils to attend but this will always be subsidised from our school funding.

## **8. Breakfast Club and After School Club**

There is a nominal charge for attending these as childcare facilities. Parents/carers will be responsible for meeting full costs for childcare provided by School. Parents/carers may be eligible for financial support towards childcare costs e.g. voucher schemes or tax-free childcare which can be used as payment towards childcare provided by school.

## **9. Spoilt or Damaged resources**

The school reserves the right to ask parents/carers to pay for the cost of replacing a lost resource or to pay for the cost of replacing and/ or repairing damaged or destroyed school property. Opportunity to discuss these charges with the head of school or senior member of staff will be given and alternative methods of payment and repair and/ or replacement may be considered

## **11. School Meals**

Pupils in Foundation Stage Two to Year Two are entitled to a free school meal as part of the Governments Universal Infant Free School Meals (UIFSM) funding. Where school meals are paid for, parents/ carers are responsible for keeping school meal accounts are kept in credit. The school admin team support parents with information regarding free school meals.

## **12. School Equipment**

There may be occasions where the school provides equipment, uniform and resources such as musical instruments (in addition to the national curriculum) for a small charge. All charges are to cover the cost of the items only.

## **14. Early Years Provision**

Children are entitled to 15 hours of free education from the term following their 3<sup>rd</sup> birthday. Additional hours may be available, space permitting which are charged for. Fees are determined by the school in line with Trust recommendations and are reviewed regularly. Chargeable nursery top-up sessions are available to parents who are not eligible for the 30 hours funded care and is in addition to universal 15 hours available.

## **15. Fundraising**

Occasionally, the school will hold fundraising events. Details of beneficiaries will be given in advance. We value parents support for these events

## **16. Letting of school premises**

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities.

## **REMISSIONS**

If parents are experiencing financial difficulty they are invited to speak or write in confidence to the Principal. Any authorisation for remission will be made by the Principal in consultation, if applicable, with the Chair of Governors. Any child whose parent is unwilling or unable to make a voluntary contribution will not be discriminated against and will be allowed to participate fully in the visit or activity.

*School is a cashless site and the preferred method of payment for all parents/carers is via the My Child At School (MCAS) app.*