

# The Meadows School



## Charging & Remissions Policy

Updated: November 2024  
Date to be reviewed: November 2025  
Ratified by Governors: November 2024

## Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	Oct 2023	Initial Issue		
1	Nov 2024	No amendments required	J. Horspool	Headteacher

## Table of Contents

Serial	Description	Page No.
1	Statement	2
2	Legislation and guidance	3
3	Charging	3
4	Remissions Policy	4

## Statement

The Meadows School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Meadows School believe that all our students should have an equal opportunity to benefit from a range of school activities and promote such activities as part of the curriculum.

It is accepted that compulsory charges cannot be made in respect of educational activities during School hours, including cost of materials and resources.

It is also accepted that compulsory charges cannot be made in respect of educational visits that are required as part of the syllabus for a public examination, the Curriculum or Religious Education.

It is recognised that although there is no charge levied for transport for educational activities, many educational visits will depend on financial contributions, in part, from parents/carers. Without some financial contribution from parents/carers the school would find it difficult to maintain the number of visits that regularly take place. The voluntary financial contributions from parents/carers are kept to a reasonable minimum with the aim that all students from the relevant class, participate in day visits.

## **Legislation and guidance**

This policy is based on the advice from the DFE Charging for school activities May (2018) and the Education Act 1996.

## **Charging**

The governing Body has agreed that the school's policy for charges will be as follows:

### **1. Day Visits**

For those educational visits where there is a cost, other than the cost of transport, the school will invite a voluntary contribution from parents/carers to meet the costs.

Most educational activities or visits are organised based on a curriculum focus; any student who is undertaking learning as part of the curriculum focus will be offered an opportunity to participate in the activity or visit.

### **2. Residential Visits**

The school will invite voluntary contributions from parents/carers to assist with the cost of food and accommodation. The Governing Board intends to make an equitable charge, which will not exceed the cost involved for food and accommodation.

Due to the differing needs of students across the school, we must carefully consider the staffing requirements and individual needs of all students to ensure that they get the most benefit and therefore will only offer residential visits where they are appropriate.

Identified students will all be offered a place. Please note that at times when the need group is larger than the number of available places, places will be secured through a 'first to pay, first secured' basis; however, we will avoid this wherever possible.

### **3. Sporting Activities**

When pupils are representing the school in sporting activities, the school will pay the costs. The school may invite voluntary contributions from parents/carers to assist with the costs of external sports activities provided to enhance pupils' experiences.

### **4. Educational Materials**

Where pupils create items, for example, in the course of food technology lessons, parents/carers may be asked to provide materials or ingredients on a voluntary basis. Where parents/carers wish to own the finished product, they may be required to meet the cost of the materials.

## **5. Instrumental Tuition**

Where playing a musical instrument is required as part of any syllabus, this will be paid for by the school. Parents may be expected to pay for individual tuition in playing a musical instrument if it is not a requirement of the Curriculum.

## **6. Voluntary Contributions**

The eligibility of pupils to take part in School activities will not be affected by whether or not a voluntary contribution is made.

The Headteacher will consider suspending or cancelling any activity which cannot be funded adequately.

## **7. School Meals**

The school will provide a school meal to all of those pupils who are not eligible for Free School Meals or who do not bring a pre-prepared lunch from home. Where the School provides a meal from their catering service it does so in good faith and expects the balance to be settled in good time. The school Finance Manager will provide reminder letters detailing the balance due and suitable methods of payment. The school reserves the right to instigate recovery of any debts incurred through reasonable means or put in place a payment plan to ensure the cost can be recouped in an agreed period of time.

### **Remissions Policy**

The Remission Policy adopted by The Meadows School accepts that charges may be waived or reduced, at the discretion of the Head Teacher.

Where parents/carers of a student are in receipt of any of the state benefits below subsidised places may be available:

- Income support (IS);
- Income based jobseekers' allowance (IBJSA);
- 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 (providing 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 Financial Procedures policy will be followed at all times by all staff.**