



Policy title: Charging and Remissions Policy

Ratified on  
27<sup>th</sup> January 2016

Signature of Chair of Committee  
Finance & Resources Committee

## Purpose of Policy

This policy is based on Sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in schools maintained by local authorities in England. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## Roles and responsibilities of Headteacher, other staff and Governors

The Headteacher, staff and Governors will ensure that the following applies:

### 1. *No charges will be made for*

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National 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;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education;
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

### 2. *Activities for which charges may be made*

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may be offered remission for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.

**NB Residential Activities:** to determine whether an activity takes place in or out of school hours, the Act uses the following criteria:

non-residential activities

if 50% or more of the period spent on the activity occurs during school hours the activity is deemed to take place in school time

where less than 50% of the period spent on the activity falls during school hours the activity is deemed to take place outside school hours and may therefore be considered an optional extra



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travel time can be counted if in school hours  
school hours do not include the lunch break

- Music tuition – for individuals or groups of any appropriate size.
- Materials - Parents may be asked to contribute voluntarily e.g. for ingredients for food technology
- Breakages – School may charge for breakages caused by a pupil's behaviour e.g. breakage of a window, damage to furniture or equipment, musical instruments etc.

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

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. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

### 4. *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:

- Where possible we shall publish a list of visits at the beginning of the term so that parents can plan ahead
- We have established a system for parents to pay in instalments for more costly trips
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by 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.

### 5. *Review*

The Finance Committee of the Governing Body will review this policy annually.