

# Charging and Remissions Policy

The Crescent Primary School



**Approved by:** Governing Body- Resources **Date:** 09/05/2024

**Last reviewed on:** 01/06/2024 **Responsibility:** Resources Committee

**Next review due by:** 09/05/ 2025

# Charging and Remissions Policy

## Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school, and as additional optional activities.

We believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent from their parents'/carers' financial means. This policy describes how we will do our best to ensure a wide 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.

## Status

Statutory

## Roles and responsibilities of Headteacher, Staff and Governors

The Headteacher, Staff and Governors will ensure that the following apply:

### **No charges will be made for:**

- education provided during school hours (including the supply of any materials, books, instruments or other equipment),
- 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 outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education,
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip,
- education provided on any trip that takes place during school hours. The viability of individual trips is at the discretion of the Headteacher. **Although no charge will be made, parents/carers will be invited to make a voluntary contribution towards the cost of the visit at the earliest possible opportunity in order to allow adequate time for voluntary contribution to be made. An individual visit may be cancelled the total of voluntary contributions equates to less than 85% of costs relating to that visit,**
- On some occasions, parents/carers may be asked to make voluntary contributions towards project materials/ingredients to develop a child's design technology or cookery skills.

**Charges may be made for:**a) Activities outside school hours

Non-residential activities (other than those listed 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).

b) Residential activities

Board and lodging, and transport costs of residential trips deemed to take place during and/or outside school time.

c) Music tuition

Music tuition provided for individuals or groups of pupils.

Adequate notice will be given to allow parents/carers sufficient time to pay for a residential visit. All parents/carers will be given the opportunity to pay in installments. When they are notified of an intended residential visit, the amounts of each instalment and the dates by which they should be paid, will be included. Pupils whose parents/carers are in receipt of certain benefits (see below) may not be charged in full.

**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/carers 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/Carers in receipt of one or more of the following:

- Universal Credit
- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's income, as assessed by HM Revenue and Customs, does not exceed the sum given in the Revenue and Customs rules)
- Guaranteed State Pension

If a child has, during their time at primary school, ever been registered for statutory free school meals then they will be eligible for Pupil Premium funding. This funding is primarily to pay for the costs of 'closing the gap' between the educational achievements of disadvantaged children and other children. However, if there is any funding left, it can be used to pay part/all of the cost of residential visits, day trips and/or musical instrument tuition.

**ALL DAY VISITS AND RESIDENTIAL VISITS ARE NON-PROFIT MAKING AND INDIVIDUAL CONTRIBUTIONS/PAYMENTS DO NOT SUBSIDISE ANY OTHER PARTICIPATING PUPIL.**

**Arrangements for monitoring and evaluation**

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving, on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

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