

# Charging & Remission Policy

Date of Issue	Autumn 2024
Review Date	Autumn 2025
Ratified by	Policy Committee
Produced by	School
SLT Responsible	School Business Manager
Signature of Chair	
Signature of Headteacher	

## **Part 1. Statement of intent**

We believe that all students 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 are offered and at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

This policy will be brought to the attention of all members of staff on the Google shared drive under Policies and a reference copy is kept in the Headteacher's office, the Business Manager's Office and a copy is held by the Clerk to the Governing Body.

This policy statement and accompanying organisation and arrangements will be reviewed on an annual basis.

This policy complements the school's Equality policy, Curriculum policy, Educational Visits policy and the Teaching and Learning policy.

The policy has been informed by:

DfE Charging for School Activities 2018  
OEAP National Guidance

## **Part 2. Organisation**

The Governing Body, Headteacher and staff will ensure 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 religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip
- Transport provided in connection with an educational trip

### **2. Charges can be made for**

- Any materials, books, instruments or equipment where the student's parent wishes them to own
- Music and vocal tuition for individuals or groups of up to 4 students

The Governing Body has the right to ask parents for a voluntary contribution towards a school trip. Parents will be informed by letter where it will be made clear that, if insufficient contributions are raised to fund a visit, then this visit may be cancelled. When any trip is arranged, parents will be notified of the policy for allocating places.

- **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 the 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 these costs) of residential trips deemed to take place during school time. However, students whose parents are in receipt of certain benefits may not be charged for board and lodging costs.  
Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).  
If the number of school sessions on a residential trip is equal to or greater than 50 per cent of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.
- **Music Tuition**  
Music tuition for individuals or groups of up to 4 students.  
Charges will (or may) be made as indicated below by invoice directly from Herts Music Service. Parental agreement will be obtained before a charge is made. Music charges as at 1st September 2023 are:

20 minutes lesson - £16.64 per lesson

30 minutes lesson - £24.96 per lesson

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

In order to remove financial barriers from disadvantaged students, 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.

Parents in receipt of:

- 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

#### **4. Additional considerations**

The Governing Body recognises its responsibility to ensure the offer of activities and educational visits does not place an unnecessary burden on family finance. To this end we will try and adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- Where a trip has a surplus when all payments have been made, the school will refund any amount over £5 per student
- 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 mode of selection

The Finance Committee of the Governing Body will monitor the impact of this policy by receiving on a termly 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.