



## Charging and Remissions Policy

### 1 Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will and will not be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

### 2 Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

### 3 Definitions

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge which would normally be payable.

#### 1. Roles and responsibilities

##### 4.1 The Governing Body

The Governing Body has overall responsibility for approving and monitoring the charging and remissions policy, but can delegate this to a committee, and individual or the headteacher.

Responsibility for approving and monitoring the Charging and Remissions Policy has been delegated to the Resources Committee.

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips, residential experiences, musical and theatrical performances can make towards a pupils' personal and social education. These experiences provide pupils with experiences beyond the normal scope of the National Curriculum.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

##### 4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

##### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently.



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- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

## 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the Charging and Remissions Policy.

## 2. Where charges cannot be made

- Admissions applications
- 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
  - 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.

## 3. Where charges can be made

### 6.1 Education

The Governing Body reserves the right to make charges in the following circumstances for activities organised by the school:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- **Residential visits** - where the trip is essential to the National Curriculum requirements the charge will be made for board and lodging. Where the trip is non-essential a charge will be made to cover the whole cost of the trip.
- **Music Tuition** - The school will make a charge for individual and small group music tuition if the teaching is not an essential part of the National Curriculum. Music Tuition is currently provided by the Suffolk County Music Service. Decisions regarding group size and lesson length are taken on sound musical and educational grounds.

Remission of charges will be at the discretion of the Governing Body (see section below.)

- **Voluntary contributions to school trips** – see Section 7 below.

**Visits from outside groups** – e.g. theatre companies and music groups.

### **Breakfast and After School childcare clubs**

**After school clubs** - where a non-school staff member is brought in to lead the club.

- **Charges in kind** - where a child participates in a food technology activity, the parents or carers will be asked to make a nominal contribution on the understanding that the finished product will be consumed by the child or brought home at the end of the day.



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- **Damage and Loss to Property** - A charge will be made in respect of wilful damage, neglect or loss of school property including premises, furniture, equipment, books or materials. The charge will be the cost of replacement or repair, or a lower cost at the discretion of the Headteacher.
- **Other Charges** - the Headteacher, Resources Committee or Governing Body may make charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an Ofsted Report.
- **Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- In-school workshops

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## 4. Remissions

The Headteacher, Resources Committee or Governing Body may from time to time decide to remit all or part of the cost in respect to an activity, if they feel it is reasonable in the circumstances. Consideration for remission of costs will be considered where children are eligible for free school meals. Consideration may also be given in other circumstances.

When arranging a chargeable activity or an activity where a voluntary contribution is requested, the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or in full. Authorisation of remissions will be made by the Headteacher in consultation with the Chair of Governors.

### 8.1 Remissions for residential visits

Parents who have multiple children in a year group or siblings in consecutive year groups may apply to the headteacher who may remit (wholly or partly) any charge that would otherwise be payable.



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Parents who can prove they are in receipt of any of the following benefits may apply to the Northgate Foundation Grants (application forms available from school office) to pay the cost of board and lodging for residential visits:

- Income support
- Income-based Jobseeker's Allowance
- 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 – provided you are 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 four weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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