



Chantlers Primary School

Charging & Remissions Policy

Approved by:	Governing Body	Date: 1.09.23
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Last reviewed on:	1.09.23
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Next review due by:	1.09.24
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Introduction

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed by the School Governing Body's Finance Committee. It is based on the premise that educational experiences should be accessible to all our children. We do not charge for any activity undertaken as part of the delivery of the National Curriculum in school.

Aims and Objectives

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and guardians understand why payment requests are sometimes made for some activities.

Activities Without Charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and activity e.g. swimming and sports competitions.
- Education provided outside school hours if it is part of the National Curriculum or part of religious education.
- Instrumental and/or vocal music tuition, which is part of the National Curriculum or the programme in which the whole class engages with the KS2 Programme of Instrumental and/or Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.

Transport

The school **will not** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- transporting pupils to other premises where the governing body or local authority has arranged for pupils to be educated.

Chargeable Activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges **will not** exceed the actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - Part of the National Curriculum
 - Part of religious education

(Note: This could include before and after school extra-curricular clubs run by the school)

- Board and lodgings on residential visits (subject to remission arrangements)
- Provision of instrumental and/or vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges. Parental agreement is, therefore, a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

When organising school trips, visits or specialist speakers/workshops, which enrich the curriculum and educational experience of the children, the school invites parents to **voluntarily** contribute to the cost. If we do not receive sufficient voluntary contributions, either the school will subsidise the trips and activities or they may be cancelled.

If a parent wishes their child to take part in a trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully. When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory. Parents have a right to know how each trip, visit or events are funded. The school provides this information on request.

Remissions Policy

There will be no charge for board and lodgings (only) for pupils whose parents/guardians receive the following benefits:

- Universal Credit in prescribed circumstances
- Income Support (IS)
- Income-Based Jobseekers Allowance (IBJSA)
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14)
- the guarantee element of State Pension Credit
- an income-related employment and support allowance that was introduced on 27 October 2008.

Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

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