



## Charging and Remissions Policy

The Governing Body of Church Hill Infant School recognises the importance of providing additional activities; including trips, clubs and residential experiences, and understands that these opportunities can greatly enhance and enrich the education for our children. The school aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils at the school and as additional optional activities. This policy is in line with the DFE Departmental Advice "Charging for school activities" October 2014.

### **School activities**

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Residential Visits** - board and lodging for a pupil on an approved residential visit, in line with current DFE guidance.
- **Activities outside school hours** – charges up to the cost of the activity for approved activities which are not part of the National Curriculum, deemed to be optional extras, taking place outside school hours. **Instrumental Tuition** - charges for providing instrumental tuition to individuals or groups (up to and including 4 pupils) where the teaching is not an essential part of the National Curriculum.
- **Materials and textbooks** – where a pupil or parent wishes to retain items produced as a result of art or design and technology, a charge may be made for the cost of materials used.
- **Damage or loss of property** – a charge will be levied in respect of willful damage, neglect or loss of school property. The charge to be the cost of replacement or repair, or such lower cost as decided by the headteacher.
- **Extended day services offered to pupils.** (For e.g. breakfast clubs, afterschool clubs, supervised homework sessions)

A charge will also be levied, in line with above, for loss or damage of property belonging to a third party where the cost has been recharged to the school.

### **Voluntary contributions**

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made, in line with DFE guidance. Where the school cannot levy charges and it is not possible to make these additional activities available within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip or activity. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run the activity no qualifying child will be excluded on the grounds of no voluntary contributions being made.

## **Remissions**

Where the parents of a pupil are in receipt of income support, income based job seekers allowance or family credit, the Governing Body will offer to remit in full or in part the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited, in confidence, to request the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

## **Transport**

School cannot charge for transporting pupils to or from the school premises where there is a statutory obligation to provide transport or for educational visits. However, the school can request a voluntary contribution towards transport costs where it is provided in school hours.

## **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through pupil premium, voluntary contributions and fundraising. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

When the school informs parents about a forthcoming visit, it will be made clear that parents who can prove they are receipt of the following benefits will be exempt from paying the cost of board and lodging. The governing body may decide to reduce the cost of individual trips for those children who attract the pupil premium. These decisions will be made on a trip by trip basis.

### **Eligible benefits**

- Income Based Job Seekers Allowance
- Income Support (IS)
- Income-related Employment and Support Allowance
- Child Tax Credit (provided you're not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Guaranteed Element of State Pension Credit

- Support under part 6 of the Immigration and Asylum Act 1999 if you're an asylum seeker
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Children who receive Income Support (IS) or Income Based Jobseekers Allowance in their own right can also get free school meals.

The school will not exclude a child from taking part in an activity that is part of the National Curriculum purely on the grounds that the parent or care cannot make, or refuses to make, a contribution.

**Review and Adoption History**

Approved by the Governing Body on 9/05/13

This policy was amended and adopted on 27<sup>th</sup> June 2013

This policy was reviewed and adopted by the Finance Committee on 29 January 2015

This policy was reviewed and adopted by the Finance Committee on 16<sup>th</sup> March 2017

This policy will be reviewed in January 2019

Signed Chair of Governors . . . . .