



Charging and Remissions Policy

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Version Number	Purpose/Change	Author	Date
1.0	Addition of charges	Alison Campbell SBM	4th July 2024

Purpose

School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parent/carers' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered, and at the same time, try to minimise financial barriers that may prevent some pupils taking full advantage of the opportunities.

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 the school's basic curriculum for religious education
- 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 during school hours
- 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
- Admissions
- Public examinations sat as part of the curriculum and the school's set examinations list

2. Activities for which charges may be made:

- **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 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)
- **Residential activities**
Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see section 4 below) may not be charged for board and lodging costs.
- **Music tuition**
Music tuition for individuals or groups of children (outside of the statutory requirements laid out in the National Curriculum)

Where charges apply, they will be made as indicated below. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will be made for any materials, books, instruments or equipment where a parent wishes their child to own them	For example: a clay model made in art or a torch made in science	Category A (see below) – remission up to the full cost may be granted. Requests should be made in writing
Charges will be made for music tuition		Category A – remission up to the full cost may be granted. Requests should be made in writing
Charges will be made for the board and lodging component of residential trips		Assistance up to the full remission will apply to those deemed up Category A. Non category A parents who are facing financial difficulty may apply for remission. The school will negotiate with the parents/carers a mutually acceptable payment plan. This will then need to be approved by the finance committee. Requests should be made in writing.
Charges will be made for school dinners		Pupils entitled to Free School Meals
Charges will be made for wilful damage to the school property and equipment	For example: vandalism	
Charges will be made where damage to property belonging to a third party has been damaged by a pupil and the school has been charged	Example: deliberate damage to a door during a residential	

3. Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours and enriches the pupils' education
- School equipment
- General school funds

The contribution must be voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Examples of activities for which voluntary contributions may be asked include:

- Theatre company visits to the school
- Swimming instruction and travelling expenses to the school
- Out of school sports clubs where a fee is payable to a sports coach company
- Live musicians visiting the school
- Cycling training run by the school

4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that assistance will be offered to parents, in particular circumstances. Some activities and visits, where charges can legally be made, will be offered at no charge or a reduced cost. Criteria for qualification for remission are given below:

Category A Parents/carers in receipt of:

- 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 that the family income does not exceed the sum given in Revenue and Customs rules)
- Guaranteed State Pension

Additional categories of parents/carers may claim help with some costs in some circumstances, decided by the Head teacher and the Finance committee. For example, when one or more siblings are participating in the same visit at the same time.

5. Additional Considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end, we will adhere to the following guidelines:

- In order to observe transparency all requests for help/remission must be made in writing by parents/carers.
- Where possible, we will publish a list of visits (and their approximate cost) at the start of the school year so that parents can plan ahead.
- We have established a system for parents to pay in instalments.
- We will avoid offering trips/opportunities on a 'first pay, first served' basis as it could be seen as discriminatory.

6. Other optional extra charges

The Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

Participation in any other charges will be on the basis of 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. Please refer to appendix A for a list of charges.

Appendix A

Report writing for Independent schools	£125
Assessments for private practitioner visits (when teacher/TA time is needed)	£50 per hour
Assessment completion for private practitioners.	Price to be agreed prior to completion, baseline £50 per hour
Private school additional references	£50 for each reference
Help with appeals / guidance letters For Private schools	£50 per hour
Professional letters	£50 per hour (minimum £25)