



St Paul's Primary School
Charging and remissions Policy

Signature of Chair of Governors:	Janet Serevena
Signature of Headteacher:	Sheridan Upton
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Date of Review:	June 2025

Purpose

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

The policy has been informed by *A Guide to the Law for School Governors* and the DCSF guidance *Planning and Funding Extended Schools*.

Relationship to other school policies

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that 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 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- entry for a prescribed public examination, if the pupil has been prepared for it at the school*
- examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

- transport provided in connection with an educational trip.

** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

2. Activities for which charges may be made

a) 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 that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) 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 point 3 below) 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).

Is a residential trip in or out of school time? See Annex 1.

If the number of school sessions on a residential trip is equal to or greater than 50% 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.

When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of up to four pupils.

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

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 event will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.	Remission for category A (see below)
Charges will be made for music tuition	The cost for teaching staff employed to provide tuition in playing a musical instrument or singing, where the	

	tuition is an optional extra for an individual pupil or groups of up to four pupils	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below) Request letter to governors required

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, 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. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents in receipt of

- Income Support
- Job Seeker's Allowance (income-based)
- Employment and Support Allowance (income-related)
- support under part six of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit - providing you are NOT entitled to Working Tax Credit and your family's annual income (as assessed by HMRC) is not more than £16,190 (as at 6 April 2012)
- Working Tax Credit 'run-on' - the payment you may receive for a further four weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

4. 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 try to adhere to the following guidelines:

- where possible we shall give as much notice as possible of a trip and charges so that parents can plan ahead
- we have established a system for parents to pay in instalments for residential visits
- 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 method of selection.

5. Voluntary Contributions

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Any transport provided by the school in school hours will be provided free of charge (though a voluntary contribution could be requested)

Arrangements for monitoring and evaluation

The governing body will monitor the impact of this policy by receiving 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.

Annex 1

Is a residential trip in or out of school time? See Annex 1.

If the number of school sessions on a residential trip is equal to or greater than 50% 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.

This means any time during the school week is deemed as a half school day. The only half days that are not school time are weekends and holidays. Leaving at 3pm Friday afternoon and then coming back by 3 on Sunday thus spans 5 half days – the first is in school time and then 4 non-school half days. The whole trip would thus be deemed to be out of school time.