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*Excellence, Respect, Friendship*

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**CAWSTON GRANGE PRIMARY SCHOOL**

# **Charging and Remission Policy**

## **September 2024**

Issue Date: February 2014

Reviewed: September 2017

Amended: May 2018

Next Review: September 2019

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Next Review: June 2025

# Charging and Remission Policy

September 2024

## Philosophy

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

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'/carers' financial means. This 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.

## Status

Statutory

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

### 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/carers 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).

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

#### *c) Music tuition*

Music tuition for individuals or groups.

### **3. Voluntary Contributions**

**3.1** When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trips and activities. All contributions are voluntary.

**3.2** If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

### **4. 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 a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

Parents/carers in receipt of

- Income Support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- The guaranteed element of State Pension Credit
- Universal Credit – their household income must be less than £7,400 a year (after tax and not including any benefits they get)
- Both income-based and contribution-based JSA/ESA if you receive the same amount for both. You should also qualify if you receive both but the income-based amount is greater, but not if the contribution-based amount is greater
- Families who are awarded Child Tax Credit and have an annual income, as assessed by HMRC, not in excess of £16,190 are also eligible to claim free school meals providing there is no entitlement to Working Tax Credit (unless in respect of a 4-week 'run-on')

If parents have difficulty with payment of residential visits, the Headteacher will have a meeting with parents to discuss their circumstances on an individual basis.

### **5. Arrangements for monitoring and evaluation**

The Headteacher and the FPP will monitor the impact of this policy by receiving on a yearly basis 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.

### **6. Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Academy Trust may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.