



# **Charging and Remissions Policy 2023-2024**

This Policy was reviewed by the Governing Body

October 2023

## **INTRODUCTION:**

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

## **Aims and Objectives:**

The aims of this Policy are to:

- Remove any financial barriers for disadvantaged pupils
- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment 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 an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

## **Voluntary contributions:**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

**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 actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
  - (a) Part of the National Curriculum.
  - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  - (c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the schoolday and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

**Remissions Policy:**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving

- Universal credit in prescribed circumstances
- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income does not exceed the sum given in the Revenue & Customs Rules
- In guarantee element of State Pension Credit
- Pupil Premium Entitlement

We do however request from parents wishing to apply for financial assistance to complete the financial request form, which can be requested from the school office and is also available on the school website.

For pupils whose parents are not in receipt of the qualifying benefits or pupil premium, but are

experiencing financial difficulties they may also submit the application for financial assistance. This can be considered by the Head/ Deputy Teacher or Business Manager, who can remit in full or part charges in respect of a particular activity, if it is felt that it is reasonable in the circumstances.

The Head/Deputy Head Teacher, Business Manager may decide not to levy charges in respect of particular activities if they feel it is reasonable in the circumstances.

## Appendix 1

### **Financial Assistance Request Form**

*This form is to request financial assistance towards the costs of school activity/trip/ uniform. This is a confidential agreement between the school and the parent/carer.*

### **Criteria for Financial Assistance**

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Parents/ Carers with the involvement of external agencies. i.e. Social Services

**If your personal/financial circumstances fall outside of the above criteria, the head teacher can consider a request for financial assistance and will take into account any exceptional circumstances.**

### **Request for financial assistance**

**Child/Children.....Class .....**

My reason for the request of financial assistance is\*(please provide a detailed explanation to support your request)

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I have provided the following documents to support my request

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I confirm that all the above information is correct.

Name..... Telephone Number .....

Signature..... Date.....

**SCHOOL USE ONLY**

Meeting with Parent/Carer Date	
Documentary Evidence Provided	
Total amount of financial assistance requested	
Request Approved	
Total amount of financial assistance approved	
Request Declined* Reason	

Signed .....

Date.....