



“Love God Love Learning Love Life”

## Charging & Remissions Policy

In general, no charge can be made for admitting pupils to maintained schools.

### 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 e.g. school trips
- school equipment
- school funds generally

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute may 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 must be cancelled.

Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to, for example, museums, during school hours.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- An income-related employment and support allowance
- support under part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190

A similar entitlement applies where the trip takes place outside of school hours, but it is necessary as part of the National Curriculum; forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

### Nursery provision

Nursery accepts children from the age of 2 years. Each child eligible for 24U funding is eligible to 15 hours funded sessions. Children aged 3 and over are also eligible for 15 hours funded sessions and if they wish to attend more sessions, they will be charged at £4.20 per hour, term time only (this can be pro rata i.e. £2.20 for half an hour, and £1.20 for 15 minutes).

### Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. These experiences can only continue to be made available where voluntary contributions meet the costs. If there is a difficulty making a payment, support funding is available through Pupil Premium funding and various trust funds, (see Voluntary Contributions section above).

### **Breakfast/After School Club and after school activities**

Flexible and accommodating childcare facilities are provided at the school from **8am till the beginning of school at 8.45am** and from the end of school at **3.15pm to 5.30pm**.

The childcare facility is managed by **the school** and staff are employed by the school. The cost of the provision is currently: **£3.90 per hour**. The cost is reviewed annually.

For some **after school activities** there is a charge which contributes towards the cost of sports coaches and consumable items such as resources and equipment.

### **Instrumental Music Lessons**

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

If parents wish instrumental lessons to cease, we ask that we are notified in writing by the half-term for lessons to cease at the end of that term. Lessons will continue automatically from term to term unless this notice is given. Once lessons have resumed at the beginning of each term then that term becomes fully payable.

### **Legislation**

Provisions concerning charging for school activities can be found in sections 402, 450 to 458 and 460 of the **Education Act 1996** and in **The Education (School Sessions and Charges and Remissions Policy) (Information) (England) Regulations 1999** (SI 1999 No. 2255).

### **Key Documents**

Further detail can be found in **A Guide to the Law for School Governors** and **Charging for School Activities Guidance**.

This policy was reviewed in March 2023

This policy is reviewed annually

**Signed Jonathan Brough**

**Headteacher**

**Signed Anson Crouch**

**on behalf of the Governing Body.**