ST. KATHARINE'S C.E. (V.A.) PRIMARY SCHOOL

Charging and Remissions Policy

Reviewed by	SBM and Headteacher
Review Date	October 2026
Date Determined by Governing Body	6.11.26 Resources
Next review date	Autumn term 2027

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.

What was consulted?

The policy has been informed by A Guide to the Law for School Governors and the DCSF guidance "Planning and Funding Extended Schools" and "Charging for School Activities" (May 2018).

1. No charges will be made for the following (although voluntary contributions may be requested):

- 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
- 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.

All event/trip letters sent out to parents and carers will contain the following paragraph:-

'For these activities there is a cost of ? . In line with school policy, all school trips/event charges are a voluntary donation. However, if the total monies received do not cover the cost needed it is possible that the event may be cancelled. Please see someone in the office if you have particular difficulties making this payment.'

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?

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

d) Voluntary Payments

Voluntary payments will be sought for activities such as day trips. However, payment will be genuinely voluntary and children shall not be excluded because their parents do not pay.

Where necessary voluntary contributions shall be calculated to include subsidies for low income families and travel by accompanying teachers. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay.

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.

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. Criteria for qualification for remission are given below.

Category A

Parents in receipt of

- - 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 (**but no Working Tax Credit**) with an annual
- income of no more than £16,190
- - 4 Week run-on of Working Tax Credit which is paid when your
- Working Tax Credit has ceased
- - Universal Credit with an annual income of no more than £7400.00
- (after tax and deductions)

The criteria above for Category A are the same as for eligibility for Free School Meals and it would advantageous to the school for parents requesting remission to be registered for free school meals in order that the school then receives the funding to help fund the remissions granted.

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:

- All trips will be published at least 10 school days in advance.
- We have established a system for parents to pay in instalments, where applicable.
- 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 may discriminate against pupils from families on lower incomes and will be mindful to support children and families in these circumstances.

This policy will be reviewed annually.