



## Charging and Remissions

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**Guildford Grove Primary School**  
**CHARGING AND REMISSIONS POLICY**

**INTRODUCTION**

At Guildford Grove we provide many activities for the children from our school budget. In order to give our children the range of experiences we believe they should have, we ask the parents for voluntary contributions towards the cost of some of the activities. On these occasions, we send a letter to the parents explaining the educational value of the activity and asking for their support. No child will be excluded from any activity for financial reasons. The purpose of the policy is to ensure that there is clarity over those items that the school will provide free of charge and those items where there may be a charge or request for a contribution.

**AIMS**

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

**LEGISLATION AND GUIDANCE**

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

**DEFINITION**

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- School day: the school day is defined as *8.50 am – 3.15 pm*. The midday break does not form part of the school day.

**ROLES AND RESPONSIBILITIES**

- The Headteachers will ensure that staff are familiar with and correctly apply the policy.
- The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the co-headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy. Staff are responsible for implementing the charging and remissions policy consistently, notifying the headteachers of any specific circumstances which they are unsure about or where they are not certain if the policy applies

- Parents/ carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **Where charges cannot be made**

Education:

- **No charge** will be made in respect of admission to the school.
- **No charge** will be made if the education provided outside of school hours is part of the national curriculum including Religious education. **No charge** will be made for activities which take place wholly or mainly during school hours, except in the case of individual music tuition if it is provided at the request of the pupil's parent/ carer.
- **No charge** will be made for entering a pupil for any prescribed public examination for which the pupil has been prepared by the school
- **No charge** will be made for examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport:

- **No charge** will be made for transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- **No charge** will be made for transporting registered pupils to other premises where the Governing Body or local authority has arranged for pupils to be educated
- **No charge** will be made for transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- **No charge** will be made for transport provided in connection with an educational visit Residential visits

The Governors hope that all pupils will be able to participate in residential visits organised by the school. Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits as detailed below. Parents/ carers of children who receive free school meals are offered the option to make a reduced payment.

Wherever possible, the school will give sufficient notice to allow parents/carers to pay by installments.

Charges will not exceed the actual cost. **Voluntary contributions**

When organising trips or visits to enrich the curriculum (including swimming lessons in Year 3), the school invites parents and carers to contribute to the cost. All contributions are voluntary. No pupil will be prevented from

participating because his or her parents/carers cannot or will not make a contribution. The Friends of Guildford Grove allocate funds to each year group to support the costs of visits. We also benefit from a private individual who annually donates a sum of money to support the cost of additional activities. Our Home School Link Worker applies to local charities for additional funding. If, however, insufficient funds are available, it may be necessary to cancel activities.

The school also organises additional activities to enhance the educational experience of the children, known as 'optional extras'. Charges may be made for some of these activities. These include for example visits from a theatre company, percussion workshops, author visits and education offered out of school hours that is not part of the national curriculum. We will also ask for a voluntary contribution for such activities.

However if sufficient contributions are not received the activity or trip may be cancelled. Parents/ carers will be advised of this when the voluntary contribution is requested.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents/ carers who would qualify for support are those whose children are eligible for free school meals.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Music tuition** All children study music as part of the school curriculum.  
**Additional music tuition** In cases of hardship, the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition unless the music tuition is provided at the request of the parent/ carer

#### Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

Remissions for residential visits

Parents/ carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)