



## Charging and Remissions Policy

<b>Review date</b>	May 2026
<b>Review period</b>	Annual by SLT Triennial by Finance Committee
<b>Next Review date</b>	May 2029
<b>Policy type</b>	Legislative
<b>Other related policies</b>	Finance Policy Pupil Premium Policy

### Introduction

This policy has been written in accordance with government guidance on Charging for School Activities (2018)<sup>1</sup>

### Aim

The school aims:

- to make school activities accessible to all students regardless of family income;
- to encourage and promote external activities which give added value to the curriculum;
- to provide a process which allows activities to take place at a minimum cost to parents/carers, pupils and the school;
- to respond to the wide variations in family income while not imposing additional burdens on the school budget.

However, the school will need to make charges for some school activities. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### Responsibilities

The Trustees are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered in the first instance by the Headteacher but may be referred to the Trust Board.

<sup>1</sup> <https://www.gov.uk/government/publications/charging-for-school-activities>

## **Prohibition of Charges**

The Trust Board of the school recognises that the legislation prohibits charges for the following:

- 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 school 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 school curriculum;
- transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered students to other premises where the Trust Board or local education authority has arranged for students to be educated;
- transport provided in connection with an educational trip;
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip.

## **Charges**

### **School Trips & Visits**

**Day Trips:** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum.

**Residential Trips - Essential:** For residential trips which are essential to the school curriculum a charge will be levied for board and lodging.

**Residential Trips - Non-essential:** For residential trips which are not essential to the school curriculum:

- a) if the amount of school time on the trip is less than half of the total time of the trip, the school will attempt to recoup a proportionate amount of the trip but the final decision is down to the provider. However, a charge will be levied for board and lodging;
- b) if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied up to the full cost of the trip;
- c) if a pupil is unable to attend a residential trip at the last moment for exceptional circumstances eg hospitalisation, the school will attempt to recoup any refundable charges in line with the provider's / insurer's policy.

### **Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used.

Textbooks and returnable reading books are provided free of charge. However, if a reading book from the phonics scheme is lost or not returned, a charge will be made. (Please see section on Damage/Loss to Property)

### **Music Tuition**

The school levies charges in respect of individual music tuition and group music tuition, if the teaching is not an essential part of either the school curriculum. The cost to parents/carers for peripatetic instrumental instruction is determined by the provider and all charges will be dealt with by the provider.

### **Out of School Activities**

No charge will be made for activities outside school hours that are part of the school curriculum. For all other activities outside school hours, a charge up to the cost of the activity may be levied.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge will be the cost of replacement or repair, or a lower cost may be set at the discretion of the Headteacher.

### **Remissions/Financial Support**

Pupils whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support (IS)
- b) Income Based Jobseekers Allowance (IBJSA)
- c) Income-related Employment and Support Allowance
- d) Support under part V1 of the immigration and Asylum Act 1999
- e) The guaranteed element of Pension Credit
- f) Child Tax Credit, provided that Working Tax credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed the limit for that tax year
- g) Universal Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- h) 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)

The Trust is committed to ensuring that school activities are accessible to all students irrespective of their income and may be able to offer additional support to families above the board and lodgings charge.

Parents who believe that they may qualify for this remission must apply in writing to the Headteacher. Complete confidence will be observed in all such matters and each application will be reviewed individually.

## **Voluntary Contributions**

Parents may be invited to make a voluntary contribution towards the following:

- a) Activities within a curriculum area;
- b) Support of education trips and visits;
- c) Associated travel costs of activities, education trips and visits;

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay;
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request;
- if insufficient voluntary contributions are received, the school reserves the right to cancel the event.

The Headteacher is responsible for determining the level of voluntary contribution in the above circumstances.

## **The Little Griffin Nursery**

Our charging is in line with the government's Early Education Funded places entitlement<sup>2</sup>.

Sessions at The Little Griffin Nursery, other than those within the 15 hours and 30 hours funding (see below), are charged at the following rates:

- 8.45-11.45am **£15**
- 11.45am-12.30pm Lunch with meal **£6.50** / bring packed lunch **£4**
- 12.30-3.30pm **£15**

## **15 Funded Hours**

Children are eligible for Early Education Funding the term after their third birthday, providing they are 3 before the end of March, August or December. Parents will then be automatically entitled to receive Early Education Funding for up to 15 hours per week (38 weeks per year) at no charge to parents. These 15 funded hours can be taken in the following formats, across 38 weeks:

- Five morning sessions per week (8.45-11.45am)
- Five afternoon sessions per week (12.30-3.30pm)
- Full days on Monday and Tuesday (8.45am-3.30pm with a parent funded lunch session from 11.45am-12.30pm) and Wednesday morning session (8.45-11.45am)
- Full days on Thursday and Friday (8.45am-3.30pm with a parent funded lunch session from 11.45am-12.30pm) and Wednesday afternoon session (12.30-3.30pm)

## **30 Funded Hours**

Depending on eligibility, some children may be entitled to an additional 15 funded hours, totalling 30 hours funded education time per week. Parents need to apply for this online via <https://www.gov.uk/30-hours-free-childcare> and must then provide the code they have

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<sup>2</sup> <https://www.gov.uk/find-free-early-education>

received to confirm their eligibility to the Office Manager. With your permission, the school then makes a claim for the Early Education Funding on your behalf.

(NB: if the relevant forms are not returned to us parents will be charged for the sessions.)

Your 30 hour provision, if eligible, will be at no charge to parents, however, there is a lunch session which is chargeable.

These 30 funded hours can be taken in the following format across 38 weeks:

- Full days all week (8.45am-3.30pm with a parent funded lunch session from 11.45am-12.30pm)

#### **Parent Funded Hours**

The hourly charges for parent funded hours will be reviewed on an annual basis by the Finance Committee of the Trust Board.

#### **Consumables**

Parents will be expected to provide items which are specifically for the use of their own child. Examples of this are nappies, nappy bags, wipes, sun cream and a pair of wellington boots.

When children start at The Little Griffin Nursery, parents will be expected to sign a form stating their agreement to pay for their requested and allocated sessions.