

## Charging and Remissions Policy

### Aim of the Trust

To provide an outstanding education for every child in the trust through high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

### Aims

We are committed to developing an enriched broad and balanced curriculum, based on first-hand experiences that develop the whole child. We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards achieving this. We believe that all of our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. 'School hours' are those in which the school is actually in session, not the break in the middle of the day.

### Statutory Duties

The Trustees recognise that 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 National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip

### Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution as we do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary

contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events.

### **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 can't or won't. Support for cases of hardship will come through school funding.

### **Residential visits**

If the school organises a residential visit in school time, or mainly in school time, which provides education directly related to the National Curriculum, the school does not charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips. We also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget.

Parents will be given sufficient notice to enable them to spread the cost of such trips and in some cases the school may agree a longer payment period.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum

### **Remissions Policy**

On verifying that parents are in receipt of one or more of the credits below, assistance may be offered in paying for the trip by agreeing a longer instalment period thereby enabling their child to access the activity.

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the current HMRC value.
- The guarantee element of State Pension Credit
- An income related employment and support allowance

### **Arrangements for monitoring and evaluation**

The Trust's Business Committee will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

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