

MY Schools Together

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with Authority's guidance on:

Charging for School Activities.

Definition

Definition 'the school day' is defined as: 8:45 am – 3:15pm. The midday break does not form part of the school day.

Aim

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 Governing Body of the School are responsible for determining the content of the policy and the Executive Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment); except where Nursery provision exceeds 15 hours and extend 15 hours funding does not apply
- 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 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;
- 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 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 that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

Charges

The Governing Body has decided to reserve the right to make a charge for the following.

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- (c) A charge will be made for childcare for any child not collected by 3.30 p.m. The charge will be based on the before and after school rates.
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument if request is made from a parent.
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused or negligently by pupils
- (f) extra-curricular activities and school clubs
- (g) Nursery Provision over 15 hours if the family falls outside the criteria for additional 15 hours free funding.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for; -

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel

- (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
 - (d) any other education, transport or examination fee unless charges are specifically prohibited
 - (e) breakages and replacements as a result of damages caused or negligently by pupils
 - (f) extra-curricular activities and school clubs.

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

- a) that the contribution is genuinely voluntary, and a parent is under no obligation to pay; and
- b) 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.
- c) that a reduced contribution from parents suffering financial hardship will be acceptable to school

The responsibility for determining the level of voluntary contribution is delegated to the Executive Headteacher.

Voluntary contributions will be used towards covering the costs of activities outlined in “Charges” a-f.

Eligible benefits

Parents who are in receipt of Free School Meals may be entitled to support for some of the charges. You will qualify for Free School Meals if you meet the following criteria:

- o Income Support
- o income-based Jobseeker’s Allowance
- o income-related Employment and Support Allowance
- o support under Part VI of the Immigration and Asylum Act 1999
- o the guaranteed element of Pension Credit
- o Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- o Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- o 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)

See <https://www.gov.uk/government/publications/charging-for-school-activities> for current criteria.

All discussions relating to individual family’s financial circumstances will be confidential.

Date of Policy review **13/02/2025** Date of Next Review **April 2026**

Policy approved by MY Schools Together Governing Body 11/03/2025 Signed Chair: _____

