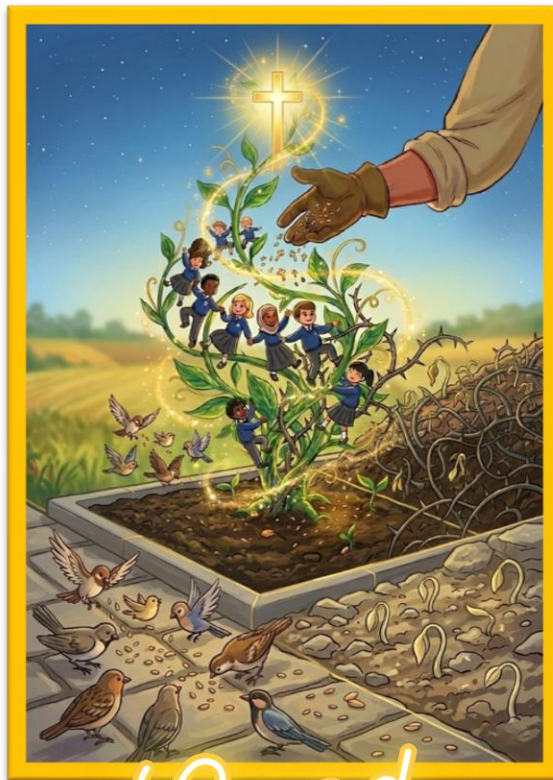




St. Peter's
Church of England Primary School

CHARGING AND REMISSIONS POLICY



BE THE *Good* SOIL

Mark 4: 1-20

'In Jesus, we learn, love and grow together'

Charging and Remissions Policy

Contents

Purpose of Policy

Relationship to other policies

Roles and responsibilities of headteacher, other staff and governors

1. No charges will be made for

Voluntary contributions

2. Activities/Resources for which charges may be made

3. Families qualifying for remission or help with charges

4. Additional considerations

Monitoring and review

St Peter's Church of England Primary School

Charging and Remissions Policy

Policy owner	Headteacher and governing body
Approval body	Governing body
Date approved	
Next review date	

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) 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 at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Relationship to other policies

The policy complements the school's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of headteacher, other staff and governors

The headteacher, staff and governors will ensure that the following applies:

1. *No charges will be made for*

- ✚ 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 the school's basic curriculum for religious education.
- ✚ Instrumental or vocal tuition required as part of the National Curriculum, provided through the first access Key Stage 2 Instrumental and Vocal Tuition Programme, or provided to a pupil looked after by a local authority.
- ✚ Education provided on any trip taking place during school hours. Requests for voluntary contributions will follow the safeguards below.
- ✚ 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. Requests for voluntary contributions will follow the safeguards below.

Voluntary contributions

The school will make clear there is no obligation to contribute. No pupil will be excluded from a visit or activity, treated differently or denied an equal chance of a place because their parent is unwilling or unable to pay. Requests will be made without pressure on parents.

Parents will be told at the outset if a visit or activity depends on voluntary contributions. If contributions and other available funds are insufficient, the activity will be cancelled for everyone rather than exclude individual pupils for non-payment.

2. Activities/Resources for which charges may be made

- ✚ Non-residential activities outside school hours, excluding the free education described in section 1. An activity counts as taking place during school hours if at least half its time falls within school hours. Travel time counts where the travel itself takes place during school hours. The midday break does not count as school hours.
- ✚ Residential visits: charges for board and lodging will not exceed the actual cost. Education and transport will remain free wherever the law requires free provision, including National Curriculum and religious education activities outside school hours. Eligible families will receive full remission of board and lodging under section 3. Other optional activities outside school hours will follow the charging safeguards below. Parents will receive the arrangements for allocating places before booking.
- ✚ Instrumental or vocal music tuition requested by a pupil's parent, delivered individually or in an appropriately sized group. Charges will not exceed the cost of provision. No charge will apply to tuition required by the National Curriculum, the first access Key Stage 2 Instrumental and Vocal Tuition Programme, or tuition for a pupil looked after by a local authority.
- ✚ Breakfast Club: charges apply only to optional provision outside the school day which is not provided as a free entitlement. The school will tell parents the fee before booking. No charge will apply to provision required to be offered free.
- ✚ A voluntary contribution towards replacing an item lost at home, such as a library book, reading scheme book or homework book. A pupil's access to education will not depend on payment.

Charges for optional extras will be explained before parents agree to participate. A pupil's charge will not exceed the actual cost of the activity divided equally between participating pupils. Charges will not include a subsidy for other pupils or the cost of alternative provision for pupils who do not take part. The school will obtain parental agreement before providing a chargeable optional extra.

3. Families qualifying for remission or help with charges

The school will provide complete remission of board and lodging charges for a residential visit where the education is free under section 451 of the Education Act 1996 and the parent meets the statutory qualifying conditions under section 457 and the applicable regulations. This entitlement is separate from discretionary help with other lawful charges.

Qualifying benefits include the following, subject to the statutory conditions applying to the benefit or award:

- ✚ Universal Credit, where the statutory qualifying conditions, including any applicable income test, are met.
- ✚ Income-related Employment and Support Allowance.
- ✚ Support under Part VI of the Immigration and Asylum Act 1999.
- ✚ The guarantee element of Pension Credit.
- ✚ Any other qualifying benefit, tax credit or protected entitlement specified in the current statutory remission rules, where the award or entitlement remains valid.

The school will check the statutory remission rules directly, including any income test or protected entitlement, rather than assume every pupil receiving a free school meal qualifies. Parents will receive the current criteria, details of the evidence required and how to apply when a residential visit is offered. Questions or applications should be directed confidentially to the headteacher through the school office.

The governing body will consider additional help with lawful charges case by case, taking family circumstances and available school funds into account. Parents should contact the headteacher confidentially to request support. Discretionary decisions will not reduce a family's statutory entitlement to full remission.

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:

- ✚ Where possible we shall publish a list of visits at the beginning of the school year so that parents can plan ahead
- ✚ We have established a system for parents to pay in instalments
- ✚ 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 discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Monitoring and review

The governing body will approve this policy and review it annually, or sooner following changes to legislation, national guidance or the school's provision. The headteacher will apply the policy consistently and ensure parents receive clear information about charges, voluntary contributions and available support. The policy will be available on the school website and from the school office.

Guidance and legislation

[Department for Education Charging for school activities](#)

[Education Act 1996 Sections 449 to 462 including statutory remission under Section 457](#)

[The Charges for Music Tuition England Regulations 2007](#)