Holy Trinity C of E Primary School

A church school community aspiring for all to live life to the full.

Charging and Remissions Policy

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Next Review	July 2027
Committee	Finance and Resources

Contents

Policy Principles

Holy Trinity CofE Primary School believes that financial circumstances should never prevent a child from accessing the opportunities provided by the school. Decisions relating to charging and remissions will always reflect our Christian vision and values of Love, Courage and Wisdom, ensuring fairness, compassion and equality of opportunity for every pupil.

1. Aims

Holy Trinity CofE Primary School is committed to ensuring that every child has access to a broad, balanced and enriching curriculum regardless of financial circumstances.

We aim to:

- have clear, transparent and legally compliant procedures for charging and remissions;
- ensure that charges are only made where permitted by law;
- remove financial barriers wherever possible so that all pupils can participate fully in school life;
- ensure that decisions regarding charging and remissions are fair, equitable and applied consistently.

2. 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.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing body

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 Headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the chair of the Finance and Resources Committee.

Responsibility for approving the Charging and Remissions Policy at Holy Trinity CofE Primary School has been delegated to the Finance and Resources Committee

4.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

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

4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we cannot charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) including via remote education
- Education provided outside school hours if it is part of:
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
    - Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
    - Entry for a prescribed public examination if the pupil has been prepared for it at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours

- Education provided on any visit that takes place outside school hours if it is part of:
    - o The national curriculum
    - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - o Religious education
    - o Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we can charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them or Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- o Education provided outside of school time that is not part of the national curriculum

- o Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- o Board, lodging and specialist activities for a pupil on a residential visit
- o Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- o Any materials, books, instruments or equipment provided in connection with the optional extra
- o The cost of buildings and accommodation
- o Non-teaching staff
- o Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- o The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition. Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

The school may invite parents and carers to make voluntary contributions towards activities which enrich the curriculum but which cannot be funded from the school's delegated budget.

Examples include:

- educational visits;
- visitors into school;
- workshops;
- sporting events;
- theatre performances;
- music and arts activities.

There is no obligation for parents or carers to make a voluntary contribution.

Pupils will not be treated differently according to whether or not a contribution has been made, and no child will be excluded from an activity because their parents are unwilling or unable to contribute.

If insufficient voluntary contributions are received, the school reserves the right to cancel the activity where it is not financially viable to proceed.

8. Activities we charge for

The school may charge for:

- Breakfast Club;
- After School Club;
- Extra-curricular clubs provided outside the school day;
- Activities delivered by external providers;
- Board and lodging on residential visits;
- Optional music tuition where this is requested by parents and permitted by legislation;
- Materials or equipment which parents wish their child to own;
- The replacement cost of school property that has been wilfully or negligently damaged or lost.

Charges will always reflect the actual cost of providing the activity and will not generate profit.

Charges are reviewed annually by the Headteacher.

Parents will always be informed in advance where an activity carries a charge.

9. Remissions

Holy Trinity CofE Primary School is committed to ensuring that no child is disadvantaged or prevented from participating in educational opportunities because of financial hardship.

Where possible, the school will seek to reduce or remove financial barriers through the use of available funding, charitable donations or school resources.

The Headteacher has discretion to reduce or waive charges where appropriate.

This may include:

- educational visits;
- residential visits;
- extra-curricular clubs;
- music tuition;
- breakfast or after-school provision;
- other enrichment opportunities.

Where appropriate, the school may use Pupil Premium funding or other available financial support to enable eligible pupils to participate fully in school life.

All requests for financial assistance will be considered individually, sensitively and in the strictest confidence.

9.1 Remissions for residential visits

Parents who are eligible for benefits prescribed by the Department for Education for the purposes of charging and remissions may be entitled to assistance with the cost of board and lodging for residential visits.

Current eligibility includes families in receipt of:

- 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 Working Tax Credit is not also received and annual gross income does not exceed the threshold set by the DfE);
- Universal Credit where earnings fall within the threshold specified by the Department for Education.

Eligibility criteria are determined by the Department for Education and may change over time.

Parents experiencing financial difficulty are encouraged to contact the Headteacher confidentially to discuss possible support.

10. Monitoring arrangements

The Headteacher, supported by the Finance Administrator, is responsible for ensuring that this policy is implemented consistently and reviewed annually.

The Finance and Resources Committee will monitor the effectiveness of the policy and recommend amendments where required to ensure ongoing compliance with legislation and Department for Education guidance.