



# Charging and Remissions Policy

Date: May 2015

Review: May 2017

Signed: Chair of Governors

Headteacher

## Aims

The aims of our charging and remissions policy are:

- To adhere to the right of free school education
- To enable all pupils to take full advantage of the activities provided by the school or outside providers

In school, activities based on the National Curriculum are provided free to all pupils of the school. Additional activities may be provided which incur expense to the school for which voluntary contributions may be invited from parents in accordance with the Education Reform Act 1988.

## Legislation

The governors of Trinity CE Lower School acknowledge that they **cannot** charge for the following:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 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; and
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

For further information please see the guidance produced by the DFE at:

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

## Activities that are likely to require voluntary contributions

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below);
- certain early years provision;
- community facilities.

## Optional extras:

As mentioned above, charges may be required to provide the following:

- education provided outside of school time that is not:
  - part of the national curriculum;
  - part of religious education.
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

## Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups

than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

In this circumstance our charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition. No charge will be made for tuition that is part of the national curriculum or for the provision that is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. There will also be no charge in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

### **Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and 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.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

### **Procedure for charging activities**

When the school plans an activity that will incur additional expense, a letter will be sent to parents of the relevant pupils giving details of the activity. The letter will explain the cost of the activity and invite parents to make a suitable level of voluntary contribution in order to meet the costs.

If insufficient contributions are received then the activity may not take place. In the event that an activity is cancelled as a result of insufficient contributions being received, such contributions will be returned to the respective contributors.

Teaching staff and accompanying adults, who are needed in a supervisory capacity, will not be required to make any payment.

### **Remissions Policy**

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable 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;
- the guarantee element of State Pension Credit;
- income-related Employment and Support Allowance
- 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)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The Headteacher will determine the level of assistance

### **Monitoring and Review**

It is the responsibility of the headteacher, alongside the Governing Body, to monitor that this policy is being adhered to. The Governing Body will also be responsible for ensuring that this policy is reviewed every 2 years.