Charging and Remissions Policy Statement

RATIONALE

The Governing Board of New Hall Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Board aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The Governing Board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Site Committee.

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school, which acknowledges the cost of such activities to the school's budget.

DEFINITIONS

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

CHARGES

The governing board reserves the right to make a charge in the following circumstances for activities organised by the school:

- **RESIDENTIAL VISITS**

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

Parents have the right to request assistance if they are in receipt of the following state benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee element of Pension Credit
- 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 four weeks after you stop qualifying for Working Tax credit

- **MUSIC TUITION**

School can make a charge for vocal or instrumental tuition provided either individually or to a group of pupils provided that the tuition is provided at the request of the parent.

Charges may not exceed the cost of the provision.

- **ACTIVITIES OUTSIDE SCHOOL HOURS**

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

- **COSTS FOR REPAIRS AND DAMAGES**

Costs for repairs to broken windows or to replace lost or damaged school property as a result of a student's behaviour.

REMISSIONS

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents have made a contribution.

The Governing Board may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Head Teacher in consultation with the Chair of Governors will make authorisation for such remission.

VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested from parents to cover the cost of the following activities:

- **School Educational Visits**

Contributions to cover the cost of entrance fees and travel costs

- **School Residential Visits**

Contributions to cover the cost of activities and travel

- **On site Educational Experiences**

On occasion school may invite outside companies in to deliver experience days, to enhance an educational topic

GENERAL

The Governing Board may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Board from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Date agreed by Governing Board:

21/11/2025 Signed ----------

(Chair of the Governing Board):

Next Review Date: Autumn 2026