



## CHARGING & REMISSIONS POLICY

This Charging Policy informs staff and parents about charging for school activities. It conforms to the requirements of the guidance detailed in the DfE 'Governance Handbook' (October 2020) and 'Charging for School Activities' (May 2018).

In accordance with these guidelines, the School:

- Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA), or by the school, to carry pupils between the school and an activity.
- Will not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils (or pupils in groups of any size), provided that this tuition is at the request of the parent(s).
- May charge for school time activities by inviting parents and others to make voluntary contributions to enable school funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- Will charge for residential visits. Subsidies are available for pupils whose parents are in receipt of certain benefits including:
  - *Universal Credit with an annual net earned income of no more than £7,400 (£616.67 per month)*
  - *Child Tax Credit only (with no Working Tax Credit) with an annual gross income of no more than 16,190. Working Tax Credit is a disqualifying benefit regardless of your household income - this means that you would not be entitled to free school meals whilst in receipt of Working Tax Credit*
  - *Working Tax Credit run-on (paid for the four weeks after you stop qualifying for working Tax Credit)*
  - *Income Support*
  - *Income-based Jobseeker's Allowance*
  - *Income-related Employment and Support Allowance · Support under Part 6 of the Immigration and Asylum Act 1999*
  - *The guarantee element of Pension Credit*

*If your child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are in on 31 March 2023.*

- Will publicise, through the school website, subsidies for other activities which may be available.
- Will charge for its own extended day services i.e. Breakfast Club. Will permit organisations to charge parents for activities which are independent of the school, for example, for after school childcare.

- May charge for activities (optional extras), which happen outside school hours when these activities are not a necessary part of the National Curriculum.
- The school encourages outside organisations to hire the school premises to run a variety of programmes, outside school hours, for primary school age children. The school does not determine the fees charged to participants.
- Many members of staff run lunchtime or after school clubs. We are grateful to the staff for doing this in their own time and no financial contribution is sought from parents.
- The Governors will review the lettings charges levied by the school on an annual basis.
- Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- A charge may be made for copies or photocopies of school documents to cover printing costs. Reports for children with special needs will not be charged.
- Parents/carers who regularly pick up their children late from school will be charged for childcare. The charge will be per child and will be £5 per 15 minutes or part thereof and the charging period will begin at 3.45pm. Due consideration will be given to exceptional and unavoidable circumstances.
- For FOI requests: there will be no cost for information that is emailed but the school may charge postage and printing costs where necessary. Fees may be charged where the cost of compliance exceeds the appropriate limit.

Policy Reviewed by Buildings & Finance Committee:  
Next Review Date:

February 2023  
February 2024