



## **CHARGING AND REMISSIONS POLICY**

*Our school is a happy place where everyone is valued, every child can thrive and reach their full potential and where we live out our Christian values celebrating the uniqueness of each individual.*

At St Nicholas School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

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The governors of St. Nicholas CE VA Primary School wish to ensure that all children have access to all areas of the life of the school, regardless of the parents'/carers' ability to pay. This policy outlines the circumstances under which charges and voluntary contributions are requested and when remission will apply. In doing so, this policy ensures that the school complies with relevant legislation.

Any parents or carers who find they are struggling with the financial cost of educating their child at St Nicholas are encouraged to discuss this in complete confidence with the Head teacher or Chair of Governors in order that help may be provided.

The school policy on Charging and Remissions complements the school's Equality Policy.

### **During School Hours**

In the event of activities organised by the school during school hours, parents may be asked to pay for providing materials, books, instruments or equipment, where the child's parent wishes the child to own them, for:

- individual or group music tuition that is not an essential part of the National Curriculum;
- individual or group music tuition that is not for a public examination syllabus being followed by the pupil;
- individual or group music tuition that is not part of the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- sports coaching.

The school can also charge for:

- the board and lodging element of all residential visits;
- activities arranged by a third party, such as a sports coach.

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:

- a) part of the National Curriculum;
- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school; or
- c) part of religious education;
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) by the school;
- materials/ingredients or equipment for “made” items;
- transport that is not 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; and
- board and lodging for a pupil on a residential visit.

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

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- any cost of non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy, projected or calculated, for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement will be a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

The school may seek voluntary contributions for activities falling outside those described above where charges may be made. Throughout the year there are likely to be day visits organised for classes in conjunction with their topic work, or visits to the school by theatre companies or workshops etc. Such visits play an important part in the school curriculum, extending the learning that is started in the classroom.

Parents will be informed before each event that the following apply:

- such contributions are voluntary;
- pupils will not be treated differently according to whether parents have made a contribution;
- an activity may not take place if there is insufficient financial support.

If the activity cannot be funded without voluntary contributions, the governing body or Headteacher will make this clear to parents at the outset. The governing body or Headteacher will also make it clear to parents that there is no obligation to make any contribution.

The governors reserve the right to request voluntary contributions from parents/carers for the upkeep and fabric of the school buildings, technology, equipment and grounds.

## **Residential Visit**

The school hopes to be able to offer children the opportunity of a residential visit while they are with the school. Such trips necessitate a higher level of funding but are invaluable in giving the children first hand educational experiences and in helping them to develop greater self-confidence and awareness of others. Parents are asked to contribute towards the cost of trip. A savings scheme operates so that parents can spread the cost of trips over a longer period of time.

The school will not charge for:

- 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 the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

When the school informs parents about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) may also be eligible for financial assistance. Children under the compulsory school age who are in full time education may also be eligible for assistance.

For families in receipt of one or more of the above support payments, the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the pupil provided the activity is deemed to take place within school hours or forms part of the syllabus of a prescribed public examination or the National Curriculum or other activity.

Such claims for remission are to be submitted in writing to the Chair of Governors supported by appropriate evidence of the relative support payment.

In other circumstances there may be cases of family hardship which make it difficult for a child to take part in particular activities or purchase school uniform. Again parents/carers are invited to talk this over, in confidence, with the Head teacher or Chair of Governors. This discussion, along with supporting evidence, will allow an informed decision about the degree of financial support that can be provided by the Governing Body.

## **Transport**

The school will not charge for:

- 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 body or Local Authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when (s)he has been prepared for that examination by the school; and
- transport provided in connection with an educational visit.

In respect of transport for day trips and to residential visits we are permitted to request voluntary contributions, subject to the criteria listed above whereby sufficient contributions must be received for the cost to be covered and, therefore, the trip to proceed.

All journeys involving a charge will be costed as precisely as possible so as to cover the costs but not aim to make a surplus.

## **Remissions**

Pupils whose parents/carers receive benefits, e.g. Income Support Benefit, job seekers allowance, etc. may be entitled to remission of charges. The Headteacher and governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential between the school's representatives and the family concerned.

## **Additional Explanatory Notes**

### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. A charge will only be made for the activity outside school hours if

- it is not part of the National Curriculum;
- it is not part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school;
- it is not part of religious education.

### **Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it will be deemed to take place during school hours. Time spent on travel will count in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it will be deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it will be deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of twelve hours ending with noon or midnight on any day.

Policy reviewed by:	Resources Committee
Policy adopted by GB:	November 2022
Chair of Governing Body:	Caroline Fleming
Headteacher:	Rizelle Crouch

Policy review due:	October 2024
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## Financial Assistance Request Form

This form is to request financial assistance towards the costs of school activity / trip / uniform.

This is confidential between the school and the parent/carer.

Child's Name: .....Class: .....

Address: .....

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### **Criteria for Financial Assistance**

Parents/Carers in receipt of one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) may also be eligible for financial assistance.

Children under the compulsory school age who are in full time education may also be eligible for assistance.

Families with involvement with external agencies may be eligible for financial assistance towards residential trips.

Consideration will also be given to parents/carers with exceptional circumstances.

If your personal/financial circumstances fall outside of the above criteria, the Chair of Governors can consider a request for financial assistance and will take into account any exceptional circumstances.

**Full Name**.....would like to request £.....

financial assistance towards .....activity/trip/uniform,

for my **Child/Children**.....

and am willing to contribute £..... towards this.

My reason for the request of financial assistance is\*(please provide a detailed explanation to support your request)

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I have provided the following documents to support my request

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I confirm that all the above information is correct.

Name..... Signature.....

Telephone Number..... Date.....

**SCHOOL USE ONLY**

Meeting with Parent/Carer Date	
Documentary Evidence Provided	
Total amount of financial assistance requested	
Request Approved Reason	
Total amount of financial assistance approved/ approved by	
Request Declined* Reason	

Signed ..... Date.....