



Charging and Remissions Policy

‘Educational Inclusion’ is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils’

Developed by **West Sussex Model Policy**

In consultation with **Staff and Governors**

Responsible Committee **R&F (Resources and Finance)**

Approval Date **20/1/26**

Review Date **31/1/27**

Communication **Staff Shared Drive**
School Website

Purpose of the policy

The purpose of this policy is to provide clear information about charging and voluntary contributions for Thakeham's school activities.

Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours. We follow the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018.

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will be invited to talk to the Headteacher who will come to an agreed arrangement e.g staggered payments.

Residential trips

Special rules apply for residential activities. Please see letter template in Appendix 1.

a) In School Hours

If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within schools hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Universal Credit in prescribed circumstances
- Income support • Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, (provided that the parent is not entitled to Working Tax Credit, and their annual Income, assessed by HMRC does not exceed £16,190 for the year 2013/14
- Guaranteed element of State Pension Credit

- An income related employment and support allowance that was introduced on 27 October 2008

b) Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision. Parents in receipt of the allowances identified above have the same entitlements.

Music Tuition

There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. For other musical tuition, charges will be made for individuals or groups up to 35 to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school. No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(l) of the Children Act 1989).

After School Clubs

Extra-curricular clubs may incur a charge depending on the provider. Use of pupil premium funding may be used on an individual needs basis.

The Governing Body will review this policy every year, and as necessary due to any changes in legislation.

Dear Parent,

Visit to xxxxxxxxxxxxxxxxxxxxxxxxx

It is intended to arrange a visit for Class xxx/xx pupils to xxxxxx on (date). The journey will be by coach, leaving school at xxx am. Arrival back at school will be at about xxx p.m. and, if you wish your child to participate, you would need to meet your child, or make arrangements for his/her collection, at that time.

If already budgeted for in Trips List.....

(The cost of the workshop will be £13.50 per child which can be paid through School Money when you receive further instructions. If your child is eligible for Free School Meals/Pupil Premium the cost of the workshop will be covered through Government funding).

You are invited to make a voluntary contribution of £x to cover the cost of the transport and other incidental expenses, but you would need to provide a packed lunch. Although the contribution is voluntary, I do need to point out that it is probable that the visit could not take place unless all parents, who are able, are willing to contribute.

I appreciate that some families might find it particularly difficult to contribute all or part of the suggested sum, and if you feel that you are in such a position, please do not hesitate to contact me in confidence to discuss whether some suitable arrangements can be made to cover the cost of your child's participation.

I also need to stress that if a family were unable to contribute, and the trip were still to proceed, no child with the class/year group for whom the trip is intended will be disadvantaged and be left out of the activity.

Yours sincerely

Dear Parent,

Residential Visit

We are proposing to arrange a residential trip to xxxxxxxx next year/summer/autumn for Class/Year X pupils. The dates planned are xxxx to xxxxxx inclusive, and the children/students will stay at xxxxxxxx (name of hotel/establishment). The purpose of the trip is to enhance the curriculum for the children/students and they will benefit (give brief details of educational opportunities and benefits).

The total cost per pupil for the trip will be £xx, which includes an element for board and lodging which is chargeable to parents. The cost of board and lodging will be £xx per child/student, which includes breakfast, packed lunch and dinner. Payment of a £xx deposit is required by (date), with the balance being paid by (final date) either in a lump sum or by instalments as agreed with the leader of the trip.

If a family is in receipt of specific benefits which mean that your child is eligible for a free school meal, the school is obliged by law to waive the charges for board & lodging. A list of the benefits applicable is set out in the School Prospectus and in the school's charging policy. The charging policy is available from the school office together with a free school meal eligibility form. If you wish to speak to me in confidence about the entitlement to waive charges, please do not hesitate to contact me to arrange an appointment.

All other costs, including transport, will be £xx, and parents are being asked to make a voluntary contribution for all or part of this amount. Parents are not obliged to make a contribution but it is probable that if insufficient monies are received, the trip will have to be cancelled. If there are exceptional cases of hardship, the school will support costs through its own budget and the Pupil Premium grant for disadvantaged pupils.

Further details of the trip will be sent at a later date.

Yours sincerely *****