



**Charging & Remissions  
Policy  
2021**

**PRIMARY  
ADVANTAGE**

**SCHOOLS ACHIEVING  
MORE TOGETHER**

**Primary Advantage**





## CHARGING & REMISSIONS POLICY

### Policy statement

We believe that all our pupils should have equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered, minimizing the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities which should be kept under regular review.

The policy identifies:

- Activities for which charges will not be made
- Voluntary donations/contributions
- Activities for which charges will be made
- Remissions and Subsidies - circumstances in which charges for charged activities may be waived

Schools' charging schedules and tariffs are presented to Local Advisory Boards annually for approval of changes.

### Activities for which charges will not be made

1. Education provided in school during school hours – This includes the supply of materials, books, instruments and/or equipment
2. Education provided outside of school hours where it forms part of the National Curriculum or is part of a syllabus for a prescribed public examination that the pupil is being prepared for in school or as part of the school's basic curriculum for religious education
3. Tuition for pupils learning to play a musical instrument (including voice) if the tuition is required as part of the National Curriculum or a public examination (as above)
4. Education provided off-site (eg. On a trip)
  - a. During school hours
  - b. Outside of school hours where it forms part of the National Curriculum or is part of a syllabus for a prescribed public examination that the pupil is being prepared for in school or as part of the school's basic curriculum for religious education
  - c. Transport provided in connection with an off-site educational trip
  - d. Please note that voluntary donations/contributions towards the costs of school trips may be requested (see below)
5. Supply teachers to cover teachers who accompany a residential school trip
6. School lunches in Key Stage 1 (Reception, Year 1 and Year 2)

### Voluntary donations/contributions

Schools' budgets are not limitless and therefore schools may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for these will emphasise their voluntary nature and make clear that pupils who have not made the contribution will be treated no differently from those who have. Communications with parents/carers and pupils will contain the following information:

- That the proposed activity relies on a sufficient level of voluntary contributions being raised and without this level of contribution, the trip or activity will not take place
- No child will be excluded from an activity because their parent/carer is unable to make a financial contribution
- All children, whether financially contributing or not, will be given equal opportunity to take part in the trip or activity

### Activities for which charges will be made

1. Activities outside of school hours – The full cost to each pupil for any activity deemed to be taking place wholly outside of school hours (eg. before and after-school clubs)
2. Residential Activities – In many cases, a residential trip/activity will take place partly in school time and will include education directly relating to the National Curriculum. In this case, the school will charge the costs of board and lodging but not the costs of the educational activity
3. Music Tuition where it is not related to the National Curriculum (usually delivered as an extra-curricular activity for individuals or groups of up to 4 pupils)
4. Loss and damage to school property – Parents/carers of a pupil who has damaged or lost an item of school property or equipment may be charged for the cost of repair or replacement
5. Extended Day Provision – Where extended day (such as breakfast and after day care) is offered, charges will be applied and an additional late collection fee may be levied
6. Some of our schools are approved childcare providers, running pre-schools, nurseries and childrens' centres – The provision is chargeable but the government offers funding for elements of this. For guidance and support on what is available, please visit [www.gov.uk/help-with-childcare-costs](http://www.gov.uk/help-with-childcare-costs)
7. School lunches in Key Stage 2 (Year 3 – Year 6) – Lunches are chargeable and prices laid out in the schools' charging schedules. They vary from school to school depending on the cost to the school of providing the service. Funding for free school meals is available for families in receipt of certain state benefits. To check eligibility and apply for FSM, please visit <https://education.hackney.gov.uk/content/apply-free-school-meals>

### Remissions and Subsidies

In order to remove financial barriers, the governing body has agreed that some activities which are chargeable may be offered at no charge or a reduced charge to families in challenging financial circumstances. Examples of these circumstances are as follows but other circumstances may also give rise to charges being waived or reduced:

- In receipt of Income Support
- In receipt of Jobseekers Allowance
- In receipt of support under part VI of the Immigration and Asylum Act 1999

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- In receipt of Child Tax Credit (provided that Working Tax Credit is not also received and the family income (HMRC assessed) does not exceed £16,190)
- Guaranteed State Pension
- Universal Credit (provided that annual nett income is no more than £7,400)

Families wishing to access chargeable services but facing financial difficulties are invited to speak in the first instance to the role-holder nominated in the school's charging schedule in complete confidence.

Schools will also investigate funding opportunities through external bids to support the costs of chargeable activities.

Some schools will offer chargeable activities free of charge to all users and this will depend on budget being available to support the activity. If the service is offered free of charge to all, this will be noted on the charging schedule of the school which is reviewed and subject to change annually.

Policy written:	November 2009
Latest Update:	September 2021
Adopted by Finance and Business committee:	October 2021
Review date	October 2022

**Business & Finance Committee have reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.**

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

