



# **Sutton CE (VC) Primary School**

## **Charging & Remissions Policy**

**February 2023**



## **1. School mission statement**

Our school nurtures the very best in each individual, providing a safe environment in which to learn and to work. Our Christian values encourage inclusion and we want all children to have equal opportunities to educational visits and enhanced curriculum experiences.

## **2. Purpose**

This policy is based on Sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in schools maintained by local authorities in England. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits independent of their parents' financial means; this includes children in receipt of Pupil Premium.

The purpose of this policy is to describe how we will do our best to ensure that a wide range of quality visits and activities are offered with minimal financial burden to parents / carers.

## **3. Charging principles**

It is the responsibility of staff and the Governing Body to ensure that this policy is appropriately implemented.

### **3.1 No charges will be asked for:**

- Education provided wholly during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided 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 at the school, or part of the school's basic curriculum for religious education;
- Education provided on any trip that takes place during school hours. However, Governors have agreed that voluntary contributions may be requested;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education;
- Transport provided in connection with an educational trip. However, Governors have agreed that voluntary contributions may be requested.

### **3.2 Activities for which charges may be made:**

- School provided wraparound care;
- Activities outside of the school day – non-residential activities (other than those listed in 1 above) which take place predominantly outside school hours;
- Residential activities – board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents / carers are in receipt of certain benefits may be offered remission for such costs. When any trip is arranged parents will be notified of the policy for allocating places.

### **3.3 To determine whether an activity takes place out of school hours, the Act uses the following criteria:**

- Non-residential activities - if 50% or more of the period spent on the activity occurs during school hours the activity is deemed to take place in school time. Where less than 50% of the period spent on the activity falls during school hours, the activity is deemed to take place outside school hours and may therefore be considered an optional extra;
- Travel time can be counted if in school hours;
- School hours do not include the lunch break;
- Materials – parents / carers may be charged if they have indicated a wish to own the finished product. They may be encouraged to contribute voluntarily e.g. for ingredients for food technology;
- Breakages – school may charge for breakages caused by a pupil's behaviour e.g. breakage of a window, damage to furniture or equipment, musical instruments, destruction of books or school supplies.

## **4. Music tuition**

The main exception to the principle of free education which the law allows, is that a charge may be made in respect of individual tuition in playing any musical instrument, even if this takes place within school hours. Parental agreement must be obtained before such tuition takes place.

### **5. Activities run by a Third Party**

The Act permits an organisation other than Sutton Church of England Primary School to levy a charge directly to parents / carers for activities such as extra-curricular after school clubs or wraparound care. These do not form part of the National Curriculum and will not be paid for by the school.

### **6. Qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents / carers in particular circumstances. The Governing Body will consider individual cases using the following criteria:

Parents / carers in receipt of –

- Income support (IS);
- Income based jobseekers allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

School in receipt of:

- Pupil Premium funding for individual pupils.

Additional categories of parents / carers may claim help with some costs in some circumstances, which will be decided by the Governing Body taking into account as to whether additional help is justified.

### **7. Additional considerations**

The School recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish school visits in good time to allow parents / carers to plan their finances carefully in advance;
- We have established a system for parents to pay in instalments for more costly trips;
- When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the trip;
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

The School also recognises its responsibility to ensure that activities and educational visits do not place an unnecessary burden on the school's finances. To this end where voluntary contributions have been requested but the school has only received 75% of the cost, the school will be within its rights to cancel the activity or visit.

### **8. Review**

The Finance & Resources Committee will review this policy every two years, or sooner if necessary.