



**Ancaster**  
Church of England Primary School

## **Charging and Remissions Policy**

### *Church School Vision:*

*In the spirit of St. Martin, the Centurion Saint, we are a welcoming and inclusive community where every individual is celebrated. As we journey together through exploration and learning, our curriculum strives to promote local and global citizens who realise they have the power to change. Our high expectations for all, underpinned by our core Christian values of Wisdom, Courage and Respect, allow us to challenge everybody to be the best they can be.*

Updated: June 2024	Associated policies:
Next Date of Review: June 2025	Finance Policy

## **How does our Christian Vision impact on our Charging and Remissions at Ancaster?**

*Our work around charging and remissions is heavily influenced by the 4 guiding lights in which our curriculum has been constructed taking inspiration from our Church School Vision that guides us forwards.*

**Inclusivity-** We ensure that all pupils of Ancaster Church of England Primary School are included in our planning of all school activities by minimising the financial barriers which may prevent some pupils taking full advantage of the opportunities. We believe that all our pupils should have an equal opportunity to benefit from school activities (curricular and extra-curricular) independent of their family's financial means.

**Exploration-** We will analyse each activity to ensure that all children have access to a wide range of experiences.

**Empowerment-**We celebrate enrichment and children taking part in a variety of ways that help empower and motivate everyone to succeed. We empower our staff to build cultural capital for our children that will bring opportunities through wider experiences, visiting a wide variety of places, building skills and knowledge that they can draw upon throughout their education.

**Values Led-**Our core values of Wisdom, Courage and Respect are central to the work that we undertake around our experiences. Children will acquire the knowledge they need to succeed in life by taking part in activities which will, in turn, develop their ability to be courageous and develop themselves in a variety of contexts. Having constant access to enrichment will ensure that they are continuously witnessing the deep levels of respect on offer throughout the school environment and they will establish effective relationships that continue to round them both personally and academically.

### **Definitions**

**Charge:** a fee payable for specifically defined activities.

**Remission:** the cancellation of a charge which would normally be payable.

### **Aims**

We aim to ensure that we have:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made.

### **Legislation**

The policy was informed by the DfE Document – Charging for School Activities (Departmental advice for governing bodies, school leaders, school staff and local authorities). Sections 449 – 462 of the Education Act 1996 and related regulations set out the law on the charging for activities in schools maintained by local education authorities in England.

### **Charges**

No pupil should have his/her access to the curriculum limited by charges, however, the school reserves the right to levy a charge in any circumstances permissible under statute as detailed within this policy. When charges are to be made, the school reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place. Where charges are made, these charges will not exceed the actual cost (per pupil) of the provision.

### **Nil Charge**

No charges will be made for:

- Any admission application for a place at the school (paragraph 1.9 (n) of the “School Admissions Code 2014” rules out requests for financial contributions as any part of the admissions process).
- Education provided 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 religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the school’s curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Entry for a public examination on the school’s curriculum
- Examination re-sits if the pupil is being prepared for the re-sit at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the school’s 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport in connection to an education trip (this can be a voluntary contribution)

Charges may be made for:

### **Activities outside school hours**

Non-residential activities which take place outside school hours (other than those listed within this policy), but only the majority of the time spent on that activity takes place outside school hours.

### **Residential Activities**

Remission may be available (see below).

Board and lodging costs of overnight school trips may be charged, however, pupils whose parents are in receipt of certain benefits (see section below) may not be charged for board and lodging costs. The cost of travel will also be charged along with entrance fees to theatres, castles etc. When any trip is arranged, parents will be notified of the policy for allocating places and details of any charges.

### **Music tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. This is to allow pupils with greater access to vocal and instrumental tuition.

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing during the school day, when requested by parents, as well as music tuition outside of the school day. Charges will only be made if the teaching is not an essential part of the school’s curriculum. We will not charge if the pupil is a Child in Care.

Any materials, books, instruments or equipment where the child’s parent wishes him/her to own them may be charged.

## **Voluntary Contributions**

The school may ask parents for voluntary contributions to benefit the school or any school activities, but there will be no obligation on parents to make such contributions. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset.

No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If parents are unwilling or unable to make a voluntary contribution, their child will still be given an equal chance to participate.

Where there aren't enough voluntary contributions to make the activity possible, then the activity will be cancelled.

Any charge or contribution will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

### **Remissions:**

Families 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 in particular circumstances. Set out below are the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated against the charge above.

Parents in receipt of the following qualify for remission against the specified charges:

- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)