

The Mary Bassett Lower School

Charging and Remissions Policy



Approved by: The Governing Body **November 2023**

Last reviewed on: December 2022

To be reviewed on: December 2024

CHARGING AND REMISSIONS POLICY

Purpose of Policy

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

Roles and responsibilities of headteacher, other staff and governors

The headteacher, staff and governors will ensure that the following applies:

1. *No charges will be made for*

- 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 the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

2. *Activities for which charges may be made*

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the

majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents and carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents and carers will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size. Children Looked After by the local authority will not be charged for musical tuition.

3. *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 and carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Parents and carers who can prove they are in receipt of the following benefits will qualify for remission:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits received).

Additional categories of parents and 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.

4. *Additional considerations*

The governing body 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:

- We have established a system for parents and carers to pay in instalments,
- 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.

Sources of guidance:

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

This policy takes into consideration DfE guidance updated in October 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf

And complements guidance given in section 7.5 of the Governor’s Handbook.

section 22(l) of the Children Act 1989.

The Charges for Music Tuition (England) Regulations 2007

<https://www.gov.uk/apply-free-school-meals>