



The Schools of the Federation of St Helen's and St Mary's

Charging and Remissions Policy

Required Review Frequency	Annually
Next Review Due:	September 2025
Committee Responsible:	Finance & Staffing Committee
Document Location	School

Approved By	Date of Approval	Key Changes
F&S Committee	September 23	Policy reviewed; no changes made.
	October 24	Reviewed: changes made

Introduction

The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, trips, and residential experience can make towards pupils' personal and social education. The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charging for educational activities is covered by the Education Act 1996 sections 449-462.

Changes may become necessary in the future, and these will be publicised as and when they affect the schools of the Federation.

1. During School Hours

Parents/carers may be expected to pay for:

- i) Individual music tuition except where it is provided:
 - a) to fulfil any mandatory requirement specified in the syllabus for a prescribed public examination; or
 - b) Specifically to fulfil statutory duties relating to the National Curriculum.
- ii) The cost of transport direct from home to an activity sanctioned, though not provided by the school, such as work experience.
- iii) The cost of ingredients or materials if parents/carers have indicated in advance that they wish to own the finished product.
- iv) Activities arranged by a third party providing:
 - a) parents seek leave of absence for their children to participate in accordance with school regulations;
 - b) the governors are not involved in the transaction;
 - c) charges are made direct by the third party to parents/carers;
 - d) parents/carers and staff released for the activity could be justified given the need to meet the statutory requirements of the school curriculum in respect of pupils participating and those remaining in school

2. Outside School Hours

Charges may be made for 'Optional Extras' defined as:-

- i) falling wholly or mainly outside of school hours
- ii) activities not provided:
 - a) to fulfil any requirements specified in the syllabus for a prescribed examination; or
 - b) specifically to fulfil statutory duties relating to the National Curriculum; or
 - c) specifically to fulfil statutory duties relating to religious education;

Providing participation on the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

The terms of 2ii) does allow for charging for board and lodging except where parents/carers receive financial assistance and are able to provide one of the following:

- A) A letter no more than three months old from Jobcentre Plus confirming receipt of Income Support, Job Seeker's Allowance (Income Based) or income-related Employment & Support Allowance.

B) A Child Tax Credit renewal notice for the current tax year (valid if you have a family income under the prevailing limit for Child Tax Credit to be received and the family DOES NOT receive Working Tax Credit).

D) A letter no more than three months old from The Department for Work and Pensions confirming receipt of Universal Credit.

E) A Pension Credit M1000 Award Notice showing receipt of the 'Guaranteed element' of Pension Credit.

F) A letter from the National Asylum Support Service (NASS) confirming receipt of support under Part VI of the Immigration and Asylum Act 1999.

The charges may include an element for:-

- a) a pupil's travel cost;
- b) a pupil's board and lodging costs, except where the parents/carers are in receipt of financial assistance and are able to provide one of the documents mentioned in 2 above, and the activity falls within 2ii) above;
- c) materials, books, instruments and other equipment;
- d) non-teaching staff costs;
- e) entrance fees to museums, castles, theatres, etc.,
- f) insurance costs;
- g) the engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodgings, providing that if they are employed by the schools, they are:
 - i) employed to provide individual music tuition; or
 - ii) engaged on a separate contract for services to provide the optional extra
- h) An element of supply work.

3. Remissions Policy

In addition to the charging and remissions policy set out above where the parents/carers of a pupil are experiencing financial hardship the school and/or the governing body may endeavour to assist with or towards the costs of a proposed activity and/or may provide information to parents/carers about local charities that may be able to help and the schools may be able to assist with any application to a charitable organisation dependent upon individual circumstances.

4. Voluntary Contributions

The schools will seek voluntary contributions from parents/carers and the cost of travel for accompanying teachers for some school activities.

When such a request is made, the schools will make clear by letter that:

- i) such contributions are genuinely voluntary;

ii) parents/carers are informed of the level of contribution and whether the activity could take place if parents/carers were reluctant to support it.

5. Damage to School Property

Parents/carers can be asked to pay for damage to school property and premises caused by their children's misbehaviour. It is the wish of the governing body that this will apply to the schools of the Federation when a child is found to have wilfully damaged any item of school property or part of the premises. The Executive Head Teacher will assess each case on an individual basis.

The equalities impact in relation to this policy has been assessed.