



CHARGING and REMISSIONS POLICY

Monitoring and Review	Finance Committee & Headteacher
Reviewed	October 2022
Approved	Dominic Davis/ Finance Committee 12 Oct 2022
Next Review Date	October 2023

This policy follows the most recent legislation and guidelines issued by the DfE and the Local Authority.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

The LA or governing body may not charge for anything unless they have drawn up a statement of general policy on charging. The governing body's policy may be more or less generous than the LAs, as long as it meets the requirements of the law.

Voluntary Contribution

Parents may be asked for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

Income Support;

Income-based Jobseeker's Allowance;

support under part VI of the Immigration and Asylum Act 1999;

Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed **£14,155**

Guaranteed State Pension Credit

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Where the trip takes place outside the normal school hours, but is considered an enrichment, such as a residential activity weekend, parents will be asked for contributions to cover the cost.

Instrumental Music Lessons

A charge may be made for instrumental music tuition for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSE), that the school is preparing the child to sit, or is part of the national curriculum or the syllabus for religious education, in which case a charge is not permissible.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in regulations. However, an examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination
- where the governing body or LA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in regulations.

Subsidy

The school will subsidise each school trip, where the budget allows to bring the cost of each trip down to a reasonable level.

Transport is usually paid for by the Friends of Honeybourne group, for the annual whole school theatre trip and for the residential trips in Year 4, 5 and 6.

The school pays for the swimming provision, bath hire, swimming teacher but asks for a contribution towards the coaches.

Families of children in receipt of income related free school meals will be given a 50% (or £50 in the case of a residential trip) discount.

A discount of 10% will be given for families with more than one child.

The school reserves the right and will use appropriate funds to support any family in financial difficulty to ensure that this never prohibits a child from taking part.

Fund raising

During the course of each year, a number of fundraising activities takes place to enable subsidies to be applied. If a class trip is particularly costly, the class may do an individual fund raising event to provide more funds, such as a coffee morning, bake sale or similar activities.