



## Charging and Remissions Policy

<b>Approved by:</b>	Full governing body	<b>Date:</b> 13 November 2023
<b>Previously reviewed on:</b>	14 November 2022	
<b>Next review due by:</b>	Annual review – Autumn 2024	

Chair of Governor's signature and date:

A handwritten signature in black ink, appearing to read 'Carl Logan', with a horizontal line extending to the right.

Mr Carl Logan  
13 November 2023

### **FOR ADDITIONAL ACTIVITIES ORGANISED FOR PUPILS AND FOR MAINTENANCE OF SCHOOL PROPERTY**

#### **A. INTRODUCTION**

1. The Governing Body recognises the valuable contribution that the wide range of activities, including educational visits and residential experiences, can make towards pupils' personal and social education. Such activities should be seen as an integral part of a broad and balanced curriculum for all pupils.
2. The Governing Body aims to encourage and promote such activities both as part of a broad and balanced curriculum for the pupils and as additional extra-curricular activities.

## **B. CHARGES**

Parents will be asked to make voluntary payments for school educational visits undertaken in school time where the school would find it difficult to continue this work without such support.

The Governing Body is concerned that there will be parents who find that the expectation for such payments to be made might create possible stigma and financial hardship, and would thus expect the school to respond sympathetically to such need.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School.

### 3. School Journeys in school hours

- School journeys in school hours e.g. educational trips, competitions and performances.

The school will refund contributions made for school trips if the child is ill or there are exceptional circumstances.

The board and lodging element of the following residential activities deemed to take place within school hours:

- Year 5 and 6 residential trip taken annually for two – five days.
- Year 3 and 4 residential trip taken annually for one – two days

Any refunds for residential trips are governed by the providers policy.

### 4. Activities outside school hours:

The Governors expect to charge the full costs to each pupil of activities deemed to be optional extras taking place outside normal school hours such as:

- Breakfast, lunch and after school clubs, which may include a range of sports, music, drama, languages etc.
- Travel in connection with trips, fixtures, competitions and performances by pupils.
- Events organised by Moulton P.T.A.

### 5. Instrumental Music Tuition

Any cost associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

Resources are delegated to the Governing Body by the Local Authority for instrumental tuition. The Governing Body has the right to make a charge for all or part of the cost of such tuition. Charges will not exceed the cost to the school of such tuition.

6. Materials, Instruments etc.

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities:

- Art and design
- Design Technology
- Science
- Music
- Clubs
- Extra Curricular activities

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

7. Damage or Loss

The Governors reserve the right to charge parents for damage to, or loss of, school property, caused by their children.

The level of charge in such circumstances may be varied to represent either:

1. partial recompense
2. full recompense

8. General

- The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.
- Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## C. REMISSIONS

9. Charges will not be made in the following circumstances:

Where a pupil is in receipt of (or registered for) free school meals. Pupils are entitled to Free School Meals if their parents are in receipt of the following benefits:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit but **no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work fewer hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

Other exceptional cases not falling within the criteria listed above (see below)

In other cases, there may be circumstances of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher on behalf of the governing Body.