



Charging and Remissions Policy

Date of Review: Nov 2024



Chair of Governors

Next Reviewed - Nov 2025



PURPOSE

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8:45- 12.00 and 13.00-15.15.

ADVICE

The policy has been informed by the Cumbria Children's Services.

RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's equal opportunities policy, curriculum policy, teaching and learning policy and off-site visits policy.

ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF & GOVERNORS.

The Head teacher will ensure that the following applies:

During the school day: All activities that relate to the National Curriculum plus religious education will be provided free of charge.

This includes any materials, equipment and transport to take pupils between the school and the activity. It also excludes charges made for instrumental and/or vocal tuition, unless that tuition forms part of the National Curriculum, part of the syllabus of a prescribed public examination, or the KS2 Programme of Instrumental and Vocal Tuition.

Voluntary contributions may be sought for activities during the school day which entail additional costs, including educational visits, theatre or pantomime experiences and swimming sessions. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

School milk is free for under 5's. Children over 5's years of age will be charged.

Parents will be informed of the current costs where possible, at the beginning of the year or each half term and asked to pay in advance. Optional activities outside of the school day:

We may charge for extra-curricular activities outside of the school day or ask for a contribution towards the cost of materials.

No child will be denied the opportunity of attending a residential visit if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will

not go ahead. The school will also signpost to local trusts and charities to support families.

Calculating Charges:

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions, local trust fund requests and where possible, fundraising.

If the parent/guardian of a pupil is in receipt of free school meals, charges in respect of board and lodging may be remitted in full upon written request. Pupils receiving FSM do qualify for a subsistence of £55 within an academic year towards the cost of visits or uniform.

To qualify for free school meals the parent/carers must be in receipt of one of the benefits below:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Employment and Support Allowance Income Based
- Child Tax Credit, provided the annual taxable income, as assessed by the Inland Revenue is not in excess of £16,190. Families who also receive an award of Working Tax Credit do not qualify to claim for FSM.
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Children who receive Income Support (IS) or Income Based Jobseekers Allowance in their own right are also entitled to receive FSM
- Working Tax Credit run-on paid for 4 weeks after qualification ends for working tax credit • Universal Credit

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The FRSH&S Committee of the governing body will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Headteacher – Brian Jones

Reviewed Nov 2024

Date of Review Oct/Nov 2025