



# **Christ Church C.E. Primary School**

## **Charging & Remissions Policy**

### **Statement of intent**

Christ Church CE Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the discretionary support available to them when asking for contributions.

### **Legal framework**

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

### **Operation of Policy**

The school will not charge pupils or parents for educational activities taking place either within or outside school hours with the following exceptions:

1. The full cost of activities, including board and lodging for residential activities, deemed to be optional extras taking place outside school hours.
2. The school may charge for the cost of instrumental tuition for individual lessons. Parents will be required to commit to pay for instrumental lessons for their child for the whole term.
3. The cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

**GOVERNING BODY OF CHRIST CHURCH CE PRIMARY SCHOOL  
STATEMENT OF CHARGING AND REMISSIONS POLICY**

4. A charge may be made for replacement of any item of school property that is lost or damaged.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made. They may also ask for voluntary contributions to enable a visit or visitor to enrich curriculum learning.

If a charge is made for each pupil it will not exceed the actual cost. If further funds need to be raised, for example to help in hardship cases, this will be by voluntary contributions or general fundraising, it will not be raised by other children's contributions.

Parents have a right to ask for details of how the charges are worked out and who might qualify for help with the cost.

### **Voluntary Contributions**

Charges may be requested for activities which would otherwise be unaffordable under the normal school budget – by way of a voluntary contribution. This might be for visits, visitors in or for transportation costs to swimming.

All requests to parents for voluntary contributions will make it clear that the contributions would be voluntary – it will state this on the consent form. Children of parents who do not contribute will not be treated any differently and will not be left out of any activity. However where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, the activity will be cancelled.

Once the voluntary contribution has been made, refunds cannot be given if for example a child is ill and misses an activity.

### **Support in cases of hardship**

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of universal credit, the school 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.

Accepted by Finance & General Personnel Committee on 24.2.21, to be reviewed in Spring term 2023