

## **Charging and Remission Policy**

**Nominated Member of Leadership Staff Responsible for the policy:**  
**Headteacher**

**Nominated Committee of Governing Body Responsible for the policy:**  
**Finance Leadership and Management**

**Date written:**  
**October 2012**

**Date agreed and ratified by Governing Body :**  
**September 2018**  
**December 2022**

**Date of next review:**  
**December 2026**

**This policy will be reviewed every four years, and following any concerns and / or updates to National and Local guidance or procedures**

## Charging and Remission Policy

The Governing Body of Porter Croft Church of England Primary Academy recognises the valuable contribution that the wide range of additional activities, including day visits, clubs and residential experiences, can make towards pupils' 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 Academy and as additional optional activities.

### **CHARGES**

#### **General**

The Academy provides all the books and equipment necessary to study the Academy's curriculum. From time to time, children are given the opportunity to enrich this learning and to take part in extra curricular activities, for which a voluntary contribution may be requested from parents/carers. There will be no obligation for parents/carers to pay this. We would be unable to provide these activities without the willingness of parents/carers to make such voluntary contributions towards the cost. In particular, residential visits would not go ahead if insufficient voluntary contributions are made.

#### **Educational Visits**

We often arrange visits for the children in connection with the topic they are studying. Some of these visits are local and cost very little whilst others are further afield. Whenever we organise such a visit, we request that parents/carers make a voluntary contribution towards the cost. If insufficient contributions were pledged, we would be unable to continue with the visit. Families who do not meet the remissions criteria but who are experiencing financial difficulty should approach the Headteacher to discuss paying in instalments.

#### **Residential Visits**

We endeavour to provide the opportunity of residential visits for our children. If a parent of a child has difficulty in paying, then they are invited to contact the Headteacher in confidence. Prior to the visit all parents/carers are given the opportunity to pay for the visit in instalments. Due to the higher costs involved in residential visits, the visit would need to be cancelled if insufficient voluntary contributions were received.

#### **Individual Instrumental Tuition**

The Academy offers tuition in individual musical instruments for which parents are charged directly by the Sheffield Music Service or other providers.

#### **Special Events in the Academy**

Each year we enrich the Academy curriculum with special events such as theatre performances and visiting poets, authors and artists. We usually ask for a voluntary parental contribution towards the cost of such events.

#### **Charging in Kind**

As part of the curriculum, we sometimes ask for payment for a contribution towards the cost of materials,

ingredients, equipment (or the provision of them by parents/carers) for example for D & T or Art.

The Governing Body reserve the right to charge for ingredients and materials, or require them to be provided, if the parents/carers have indicated in advance that they wish to own the finished product.

### Lost Items, Damage

Parents/carers are expected to replace or pay for lost items of Academy equipment or books.

Parents/carers will be charged for wilful damage carried out by their child to the Academy building, furniture or other property.

### Insurance costs

For each visit a charge will be made to cover the insurance. This will be included in visits by 'rounding up' costs of visits to the nearest whole pound.

### Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of Academy time that is not:
  - a) part of the curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy; or c) part of religious education.
- transport that is not required to take the pupil to the Academy or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- support staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during Academy hours the charge **cannot include the cost of alternative provision for those pupils who do not wish to participate**. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from the Academy accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. **Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.**

## Information to Parents/carers

(To be included on **all visit letters** requiring voluntary contributions and parental permission.)

Governors have agreed that:

Dear Parents and Carers

As part of our learning **[insert topic details]**, we are organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]** for **[Year Group/class]**.

We are asking for a voluntary contribution of **[amount]** per pupil to cover the cost of entry, transport and insurance. This can be paid in instalments or you may wish to make a contribution toward this amount. Although your contribution is entirely voluntary, you will appreciate that the visit will go ahead only if there are sufficient contributions to cover the costs of the visit. Activities such as this are beneficial because they give pupils experiences they may not otherwise have and this impacts positively on their learning and progress.

We have a limited amount of funds that can be used to subsidise this visit for families in financial difficulty, you are encouraged to speak with the Headteacher to discuss whether the Academy can offer support.

To make your contribution please complete the reply slip below and return it with your donation in an envelope marked with your child's name, form and 'donation' to the main office by **[date]**.

Thank you very much for your support.

Yours sincerely

**[name]**

**[job title]**

### REMISSION

The Governing Body may wish to remit in full or in part, the cost of activities for particular parents/carers, for example, in the case of family hardship e.g. families in receipt of:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- income based Jobseeker's Allowance
- income related Employment Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

When arranging a chargeable activity such parents/carers are invited to talk to the Headteacher in confidence to discuss the remission of charges in full or in part. The Headteacher in consultation with the Chair of Governors will make authorisation for any such remission.