Pear Tree Community Junior School

Charging and Remissions Policy

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Policy Owner: Head of School

Approved By:
Governing Body / Headteacher
Date: _____

Pear Tree Community Junior School Charging and Remissions Policy

1. Introduction

This policy sets out the circumstances in which the school may charge for activities, request voluntary contributions, and remit charges. It is based on guidance from the Department for Education's Charging for School Activities (May 2018).

2. Aims

- To make clear what the school will and will not charge for.
- To ensure activities are accessible to all pupils regardless of family income.
- To comply with legal requirements and promote inclusion and fairness.

3. Legislation and Guidance

This policy complies with:

- Sections 449–462 of the Education Act 1996
- DfE guidance Charging for School Activities (May 2018)
- The Education (Remission of Charges) Regulations 1999

4. Charging Principles

The school will not charge for:

- Admission to the school.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education outside school hours if it is part of the national curriculum or part of a syllabus for a prescribed public examination.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school.
- Instrumental or vocal tuition for pupils in groups of more than one if it is part of the national curriculum.

Charges may be made for:

- Optional extras (see below).
- Music tuition where provided individually or in groups
- Board and lodging on residential visits.
- Materials or ingredients for practical subjects where parents have indicated a wish to own the finished product.
- Attendance at the schools Breakfast Club. (Children who are eligible for Free School Meals are exempt from charges.)

5. Optional Extras

Charges may be made for activities which take place outside school hours or are not part of the national curriculum, provided parental agreement is obtained. These may include:

- After-school clubs or holiday clubs run by external providers.
- School trips not within school hours or not related to curriculum content.
- Certain enrichment activities such as cinema or theatre visits.

The cost of optional extras may include:

- Staff engaged specifically to provide the activity.
- Materials, books, instruments, or equipment.
- Transport.
- Insurance costs.

No child will be excluded from an activity due to non-payment. However, where voluntary contributions are insufficient to cover the cost, the activity may be cancelled.

6. Voluntary Contributions

The school may invite parents to make voluntary contributions towards:

- School trips and educational visits.
- Visitors and workshops in school.
- Consumables for enrichment activities.

Where an activity cannot take place without sufficient voluntary contributions, this will be clearly stated. No pupil will be treated differently as a result of whether their parents have contributed.

7. Remissions

Parents who are in receipt of the following may be eligible for full or partial remission of charges:
- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided the family is not also receiving Working Tax Credit)
- Pension Credit Guarantee
- Working Tax Credit Run-on

Remissions may apply to:
- Charges for board and lodging on residential visits.
- Charges for optional extras.
- Music tuition fees.

The school will treat all applications for remission sensitively and confidentially.

8. Breakages and Losses

The school may ask parents to make a voluntary contribution towards the cost of repairing or replacing:

- School books that are lost or defaced.
- Equipment or resources (Including digital resources) that are damaged due to deliberate or reckless behaviour.
- Damage to school property or fabric caused intentionally or through negligence.

Parents will be notified in writing, outlining:

- The item damaged.
- The cost of repair or replacement.
- How the contribution can be made.

In cases of significant damage, the school may discuss arrangements for payment in instalments with the parent or carer.

9. Monitoring and Review

This policy will be reviewed annually and approved by the governing body. The Executive Headteacher and/or Head of School will ensure it is implemented consistently and fairly across the school.