

# **Federation of Fairfield and Colneis**

## **Charging and Remissions Policy**

<b>Date:</b>	<b>October 2021</b>
<b>Date of approval:</b>	<b>October 2021</b>
<b>Review date:</b>	<b>Autumn 2022</b>
<b>Review undertaken by:</b>	<b>Finance and Personnel Committee</b>

## **SCHOOL CHARGES AND REMISSIONS**

### **A. General**

1. The governing body recognises the valuable contribution which a wide range of activities, including clubs, 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 within a general policy framework which offers maximum flexibility to provide opportunities appropriate to the needs of their pupils and to local circumstances.

### **B. Charges**

3. The governing body reserves the right to make a charge for the following activities organised by the school:
  - (i) those organised for pupils outside of school hours or otherwise deemed to be an optional extra as defined in the Education Reform Act eg, theatre visits, after school activities and clubs;
  - (ii) those involving a board and lodging element and deemed to be within school hours;
  - (iii) extended school activities, eg, instrumental music tuition received from peripatetic instructors;
  - (iv) those involving the purchase or hire of instruments, materials, equipment and clothing (or the provision of them by pupils or parents) in cases where it has discretion so to do.
  - (v) to contribute to the replacement cost of lost or broken school equipment

The governing body may, from time to time, amend the categories of activity for which a charge can be made.

4. Where the Governing Body of a school makes a charge in respect of an activity provided by the school for which provision is included in the school's budget share, the Authority will take account in its resource allocation formula of the relevant proportion of the income accruing to the school for that activity.
5. Nothing in this policy statement precludes the governing body from inviting parents to make voluntary contributions towards the cost of providing education for pupils.

### **C. Remissions**

6. Where the parents of a pupil are in receipt of:
  - Income Support
  - Income-based Job Seekers Allowance
  - Child Tax Credit (TC 602), as long as the parents do not receive a working Tax Credit and an annual income that does not exceed £16,190
  - Supported under Part VI of the Immigration and Asylum Act 1999.
  - Free school meals

the governing body will remit in full the cost of board and lodgings, less a deposit, for any residential activity that it organises for the pupil if the activity is deemed to take place within school hours.

The governing body adopts these criteria for remission in respect of other provision.

The governing body may invite parents to apply in confidence for remission of charges if the family is suffering particular hardship.

Authorisation of remissions will be made by the Headteacher in consultation with the Chair of the Finance and Personnel Committee.

## **7. Voluntary contributions**

We are very fortunate that the Friends of both schools often provide funds to help with visit costs and to provide for activities including theatre group visits.

However, to enrich a child's education we do offer a number of non-residential visits and activities in each year group. We ask parents to make a voluntary contribution to enable these activities to take place. Parents of children in receipt of free school meals (but not universal free school meals) will not be asked to make such contributions. If parents cannot make these payments we ask that they make whatever contribution they are able to make and the school will help with the remaining costs for these activities.