



HOLY TRINITY CE PRIMARY SCHOOL
**Mission Statement – Growing and learning in Christ through faith,
family and friendship**



CHARGING AND REMISSIONS POLICY

INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition for pupils learning individually or in groups unless the tuition is provided at the request of the pupil's parent/carer;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.
- Examination re-sits(s) if the pupil is being prepared for the re-sit at the School.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- any materials, books, instruments or equipment where the parent's wishes him/her to own them;

- optional extras (see below);
- music and vocal tuition in limited circumstances (see appendix B);
- certain early years provision (see the Education charges for Early Years Provision regulations 2012)

community facilities (see S27 Education Act 2012)

Optional Extras

Charges may be made for some activities which are detailed below:

- education provided outside school time that is not:
 - (a) part of the national curriculum;
 - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
 - (c) Part of religious education; examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Examination entry fee(s) if the registered pupil has not been prepared to take the examination at the School:
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodgings for a pupil on a residential visit (subject to remission arrangements);
- extended day services offered to pupils (for example, breakfast club, after school club, tea and supervised homework session where this is under the responsibility of the governing body).

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;
- the cost of building and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide optional extras;
- the cost or an appropriate proportion of the costs for teaching staff employed to provide provision in playing a musical instrument or vocal tuition where the tuition is an optional extra

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils participating.

Remissions Policy

There will be no charge for board and lodgings for pupils whose parents are receiving specified benefits. This is subject to change but usually equates to pupils being eligible for free school meals (due to the receipt of specified benefits and not through the introduction of universal free school meals). Current eligible benefits can be found on the DFE website.

Charges for other 'chargeable activities' may also be fully or partly remitted. Where appropriate governors approve the use of the delegated budget and other funding streams such as pupil premium to allow chargeable activities to be fully or partly remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Summer Term 2018