



Trinity Oaks
CofE Primary School

Charging and Remissions Policy

Person responsible:	Mrs Elizabeth Woods
Committee responsible:	Resources
Status:	Statutory
Review cycle:	Annually
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Vision: Where acorns flourish into mighty oaks. (Isaiah 61:3 – They will be oaks of righteousness)

Mission: Rooted in God’s love and Christian values, we are a school who treasure each individual, enabling them to flourish and achieve.

Values Statement: *We are **thankful** for the uniqueness of everyone in our community, created in God’s image, fostering relationships with integrity rooted in God’s love. We value and **respect** all people in our community. Our pupils, staff and families work together with **kindness** and **compassion**. to support each other. We are **resilient** learners who recognise that perseverance and risk-taking is the key to our **aspirational** goals and successes.*

Values:

Rooted in love, we are.....

Respectful – interactions with others (Matthew 7:12)

Kind and **Compassionate** – displaying integrity towards others (Galatians 5:22-23) / interactions with the world around us and the community in which we live (Ephesians 4:32)

Thankful – being grateful for what we have the privileges that we are afforded (1 Thessalonians 5:16-18)

Resilient – risk takers, perseverance (Philippians 4:13)

Aspirational – aiming high, being the best we can be (Ecclesiastes 10:7)



This document provides a statement of the aims, principles and strategies used for charging parents at Trinity Oaks Church of England Primary School.

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#)

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Headteacher.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

From time to time, educational school visits are organised to develop and extend curriculum study. The Education Act 1988 states that all education must be provided free to all parents but parents may voluntarily offer financial assistance. In reality, the cost of educational visits cannot be met from school budgets. Therefore, if parents were not prepared to volunteer to pay for their own child's educational visit, then, unfortunately, school visits would cease. In order to comply with the law, the Governors hope parents will agree to donate the cost of these visits on a voluntary basis.

The Headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials and equipment for pupils. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example extra-curricular clubs or breakfast club. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated. Even when no charges will be made, voluntary contributions may be sought, as described above.

Residential Visits

Charges will be made for board, lodging and extra-curricular activities, except for pupils who meet the current free school meals eligibility criteria. Other charges may be made to cover

costs where necessary following guidance. In such cases parents will be told how the charges were calculated. Voluntary contributions may be sought to cover the cost of travel to and from the residential.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the Pupil Premium eligibility criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.