



CHARGING AND REMISSIONS POLICY

Date Written: January 2023

Next Review Date: January 2024

1. Introduction

The aim of this policy is to set out the School's procedures on charging for school activities.

In accordance current government legislations and with guidance on charges for school activities from the LA, Governors have agreed the following policy in respect of charges for school activities.

2. Circumstances where no fees are payable

As required by the Education Act 1996, no fees shall be charged in respect of admission to the school or for the education provided there.

3. Circumstances where contributions may be invited

For certain activities such as educational visits beyond walking distance and performances at the school by education companies, travel to swimming lessons etc. financial contributions may be invited from parents or carers to cover the cost of the particular activity.

The amount suggested can take account of the need to pay for travel, insurance, support materials, entrance fees and additional staff or volunteer helpers (who will not be asked to contribute).

When contributions are invited it will be made clear:

- I. That no child whose parents are unable or unwilling to contribute will be treated differently from any other
- II. That the activity may have to be cancelled if contributions are insufficient to meet the costs

- III. Contributions for class trips less the deposit (if applicable) will be refunded if the child is unavoidably absent from school on the day.

4. Circumstances where charges will be made

Charges will be made in the following circumstances:

- I. Individual tuition in the playing of a musical instrument or tuition in a group of pupils.

Pupils have the opportunity to receive peripatetic music tuitions run by an external service. Some instruments may include a selection process on the advice of the peripatetic instrumental instructors and in consultation with the school's teaching staff. All parents will be informed of the availability of tuition, the selection process, and arrangements for charging and remissions where relevant. A term's written notice is required should parents/carers decide to withdraw from peripatetic music tuitions.

In cases of hardship where parents are in receipt of one or more state benefits as detailed in current legislation that entitle the pupil for Free School Meals, remission of up to 100% of the fees may be made at the discretion of the Headteacher. Funds for such financial support will be drawn from the school's pupil premium grant fund.

- II. The actual cost of board and lodging on residential visits taking place largely in school time.

For such visits voluntary contributions may be asked for towards the cost of travel, materials, entrance, insurance or tuition fees and additional adult helpers.

In cases of hardship where parents are in receipt of one or more state benefits as detailed in current legislation that entitle the pupil for Free School Meals. Remission of up to 50% of the total charge for the trip may be made at the discretion of the Headteacher. A written request for financial assistance by the parents/carers using the attached form should be submitted to the Headteacher. Further financial assistance up to the full cost of the trip is available on a case by case basis at the discretion of the Headteacher. Funds for such financial support will be drawn from the school's pupil premium grant fund.

- III. Optional activities which take place mainly or wholly outside school hours and are not part of the requirements of the National Curriculum.

For out-of-school clubs involving significant use of materials or the employment of other teachers (for example art workshops or foreign language teaching), charges will be made to cover costs.

In the case of day or residential visits falling outside school hours, actual costs will be passed on to those taking part.

It is the intention that activities are operated on a non-profit making basis. If in the event a profit of £5.00 or more per child results, then this will be refunded to the child. Any profits of under £5.00 per child will be retained in the school's fund.

- IV. Damages or loss of school property

Where school property is lost, damaged or broken as a result of a pupil's misbehaviour, parent or carers will be asked to meet the costs of repair or replacement.

Appendix A

Private and Confidential

Dear Headteacher,

Re: Seeking Financial Assistance for School Activities

In cases of hardship where parents are in receipt of one or more state benefits which qualify their child to Free School Meal, remission of up to 50% of the total costs for the activity may be made at the discretion of the Headteacher. In cases of extreme hardship, the school will consider additional support on a case by case basis. Funds for such financial support will be drawn from the school's private fund.

In accordance with St Gabriel's charging and Remissions Policy, I am writing to seek financial assistance from the school to part-fund my child's following activity:

Activity: _____ Full Cost: _____

Financial Assistance required (up to 50% of the total costs): _____

I confirm that my child qualifies to receive free school meal.

Child's Name _____ Class _____

Parent/Carer Name _____ Signature _____

Headteacher's Decision: _____ Date: _____