



**Purpose:**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance.

**Holy Trinity C of E Primary School**  
**Charging and Remissions Policy**



## **Definition**

The school day is defined as:

8.45 am - 3.15pm (with 1 hour lunch break)

8.30 am - 11.30am and 12.30pm - 3.30pm (Nursery)

The midday break does not form part of the school day.

## **Responsibilities**

The Head teacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually in the Autumn Term.

## **Policy statement**

During the school day, activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity (for example *Swimming Baths*). It may exclude charges made for teaching an individual pupil or small groups of pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or Religious Education we will make a charge. (See below)

## **Voluntary contributions**

These may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to postpone or cancel activities.

From time to time we may invite a non-school based organisation such as a *theatre or sports group* to arrange an activity during the school day. This may incur a cost.

## **Optional activities outside of the school day**

Breakfast club is subsidised by Pupil Premium Funding in order that all families can benefit from the low cost, with a minimal contribution of £2 per session.

For the 2022 / 2023 academic year, afterschool activities will be funded by Sports Premium Funding / Pupil Premium Funding.

There will be no levy on those who can pay to support those who can't or won't. pay.



## **Residential**

Charges will be made for board and lodging, transport and insurance. There will be a reduction in the price of a residential trip to those families eligible for Pupil Premium Funding.

### **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 or won't. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Eligible benefits (these may change according to current government policy)**

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that is the same amount applied to free school meal entitlement)

Date Completed: Oct 2022

Next Review Date: Oct 2023

Completed By: J Corbett

