St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Charging and Remissions Policy**
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St John and St Nicolas Schools Federation
Policy on Charging for and Remissions for School Activities

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

St John and St Nicolas Schools Federation believes that all children should have full and free access to a broad and balanced curriculum.

All pupils in our schools should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

This charging and remissions policy describes how the federation will ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act section 449 - 462 requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The school day is defined as **8.45am until 3.15pm at St John's and 9am until 3.30pm at St Nic's (from September 2023).**

The policy identifies activities for which:

- Charges will not be made
- Charges will be made
- Charges may be waived

1: Voluntary contributions
Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary

contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset
- No child will be excluded from an activity because parents are unable to pay
- If insufficient contributions are raised, the trip or activity may have to be cancelled
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit

2: No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours
    a. if it is part of the National Curriculum, or
    b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
    c. part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip

3: Activities for which charges may be made

a) Activities outside school hours

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging costs of that trip. However, pupils whose parents are in receipt of certain benefits (see remissions section 5 below) may not be charged for board and lodging costs in those circumstances.

For residential trips deemed to take place outside school time charges may be made (other than for those activities listed above).
When any trip is arranged parents will be notified of the policy for allocating places.
Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening).
Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

c) Specifically charges will (or may) be made as indicated below:
Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	**Notes**	**Remitted or help available?**
Charges will be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	E.g. A clay model – a charge to cover the cost of the clay.	Help available
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	**Possibly through pupil premium funding**
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Help available unless qualify for remission. See criteria below

4: Remissions

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This policy sets out the circumstances in which charges will be waived;

Families qualifying for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table above. Children in receipt of Pupil Premium qualify for remission or help with charges.

5: Additional considerations

The Governing Board recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the federation will try to adhere to the following guidelines:

- Where possible the federation shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- The schools have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip