



Cherry Hinton C of E Primary and Nursery

Charging and Remissions Policy

	Name	Date
Approved by:	Stephen Howarth, Chair FPP	28/1/22
Reviewed on:	Sally Haiselden, HT	27/1/23
Approved by	Governing body	28/2/23



Aims

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

The governing body of Cherry Hinton C of E Primary and Nursery aim:

- To make school activities accessible to all pupils, regardless of family income;
- To encourage and promote external activities which add value to the school's broad and balanced curriculum;
- To implement a process which allows activities to take place at a minimum cost to parents, pupils and school;
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget;
- To always act in line with the school's values and vision when implementing this policy.

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](#).

Charging for education

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

Voluntary contributions

When organising external activities which enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary.

If we do not receive sufficient voluntary contributions, we may cancel the activity.

If an activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent/carer wishes their child to take part in a school external activity, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully. Sometimes the school pays additional costs in order to support the activity. Parents have a right to know how each external activity is funded. The school provides this information on request.

Optional extras



The following is a list of additional external activities, organised by school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities, including swimming which require transport expenses
- Outdoor adventurous activities
- Visits by or to a theatre company
- Residential trips
- Musical events

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

Music tuition

All children study music as part of the National Curriculum and there is no charge for this. There is a charge for individual or small-group music tuition, since this is additional to curriculum activity, and not part of the National Curriculum. These lessons are taught by peripatetic teachers.

Residential trips

If the school organises a residential trip in school time, or mainly in school time which is to provide education directly related to the National Curriculum, we do not make a charge for the education. However we do make a charge to cover the cost of board and lodging, travel expenses, entrance to venues and any venue staffing and resourcing costs. Assistance is available for parents who are unable to meet full costs. Such instances should be discussed with the Headteacher.

Remissions for residential trips

Parents will be exempt from board and lodging costs if they can prove they are in receipt of one or more of the following;

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

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- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We currently make no charge for this activity but do request a voluntary contribution towards transport costs. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part.

Deposits and refunds

If a deposit is required for an external activity or residential trip the deposit is non-refundable. Parents/carers will be informed of this when they are provided with initial information.

In the event that the school has to cancel an activity due to unforeseen circumstances parental contributions will be refunded. In the event that a trip or activity is cancelled by a party other than school due to unforeseen circumstances it is at the school's discretion as to whether a refund is given to parents.

In the event that parents/carers cancel a pupil's place on a trip, it is at the school's discretion as to whether a refund is given.

In the event that a pupil cannot attend at the last minute e.g. due to illness, it is at the school's discretion as to whether a refund will be given. School will have to consider if the provider will reimburse school or another pupil can take the place.

In the event that a decision is made to postpone an activity due to unforeseen circumstances it is at the schools' discretion as to what happens to the parental contributions. The school will consider options such as carrying the money forward until the activity takes place, transferring it to another trip or refunding parents.

Once an activity has been booked and confirmed, if contributions exceed the total cost of the activity a refund will be given.

The school will deal with cancellations and refunds on a case by case basis, ensuring all families are treated equally.

Damaged or lost items

Where school property has been wilfully damaged by a pupil or parent/carer, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent upon the situation.



Completion of external documentation

Parent/carers may occasionally request the Headteacher or other staff members to provide references for public schools, complete passport forms or similar documents. School is happy to support families in such instances free of charge but dependent upon work load, timing and frequency of requests a charge may have to be made.

Monitoring and review

This policy is monitored by the governing body and will be reviewed annually in September, towards the start of the academic year.