Talavera Infant School – Charging and Remissions Policy

Policy Type	*Reviewed by*	*Approved on*	*Review cycle*	*Next review*
Curriculum	Resources	January 2024	3 years	Spring 2027

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs and educational visits, make towards pupils personal and social education. This policy aims to clarify what is liable for charging and what is left as voluntary contribution and states where remission of charges may be available.

Educational Activities during or partly during school hours

Non-residential Visits: Voluntary contributions will be sought to support these activities.

Separately from the matter of charging, schools may always seek voluntary contributions from parents for activities such as educational visits. All letters to parents publicising a particular activity will make it clear if voluntary contributions are being sought. Furthermore, they will emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his/her parents are unwilling or unable to contribute. However, it will equally be made clear that the activity may not be able to take place if parents are reluctant to support it.

Optional activities outside school hours

Charges may be levied for optional activities outside school hours. Charges will not exceed the actual cost of the individual pupil's participation. This cost can include insurance and accounting costs (non-teaching staff costs).
Where activities are provided by an outside supplier the contract (including the cost charged) for that service is between the supplier and parent.

Charges for materials used

A charge may be made where the school has supplied the materials for making an item which the pupil subsequently takes home.

Breakages and damage

Parents may be asked to pay for breakages and/or damage to school property or equipment where this is the result of a pupil's misbehaviour.

Remissions

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

Category A (free school meal criteria)

Parents in receipt of:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 guarantee 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
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

Category B

• Circumstances agreed at the sole discretion of the Headteacher

Additional considerations

The governing body 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 we will try to adhere to the following guidelines:

• We will establish a system for parents to pay in instalments where an amount exceeds £20
• 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
• We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Lettings of School Premises

Our charges for lettings/hire of school facilities are available from the school office if required.

Headteacher		Chair of Governors	
Date		Date	