



# Charging and Remissions Policy

**January 2024**

**Review: January 2025**

Version	Date	Actions
1	January 2018	
1.1	October 2019	Title of policy amended to 'Charging and Remissions' Policy
1.2	March 2022	Remissions section amended, Equalities statement added. Ratified by FGB 14/03/2022.
1.3	January 2024 February 2024	Review schedule changed from every three years to annual review. Acknowledged at Finance Committee 27/02/2024 and approved by Full Governing Board at FGB 11/03/2024.

## Equality Statement for Park Hill Infant School

At Park Hill Infant School, we continue to teach our children about what it means to be strong, positive and productive members of society. We have always taught our pupils about equality and this remains an important part of our curriculum. We ensure that we always celebrate diversity, promote equality, demonstrate respect and stand together to challenge all forms of discriminatory language and behaviour.

We recognise that education is a vital tool for powerful, permanent and informative change. Our continuously evolving curriculum demonstrates our determination to use education to tackle issues of racism and inequality. We strive to ensure our curriculum and supporting resources reflect values of inclusivity, diversity, equality and belonging. We do this by planning to meet the needs of all genders, of children with special educational needs, of children who are more-able, gifted and talented, of children with disabilities, of children from all socio-economic backgrounds, children from different ethnic groups, religion and cultural backgrounds, and of those from diverse linguistic backgrounds.

### Introduction

Park Hill Infants' School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### Charging for school activities

The Governing Body will make a charge for each pupil for activities organised by the school in the following circumstances:

#### Activities outside school hours

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

#### Materials and equipment

Charges may be made in respect of the cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

#### Lost or damaged school property

A charge may be made for the replacement of any item of school property that is lost or damaged.

#### Residential trips in school hours

Schools are permitted to charge for the cost of board and lodging of approved residential activities deemed to take place largely in school hours. Schools are not allowed to charge for the cost of transport or the activities/education within the trip. However, for such trips to be financially viable, parents will be asked to make a voluntary contribution towards the cost of the activities/transport.

## Voluntary contributions

We may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

Requests will make it quite clear that contributions are voluntary and children of parents who do not contribute will not be treated any differently. No pupil will be left out of an activity because their parents cannot make a contribution of any kind. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will have to be cancelled.

## Remissions

In the circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made, or where the child is in receipt of the Pupil Premium Grant, parents/ carers can apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Children whose parents are in receipt of the following support payments will also be entitled to the remission of charges for board and lodging costs during residential school trips which take place largely during school hours. A similar entitlement applies where the trip takes place outside of school hours but is necessary as part of the curriculum.

The relevant support payments are:

- 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
- 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)

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

## Review

This policy will be reviewed at least annually or earlier, if necessary.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_