



Charging and Remissions policy

Approved by:	Last reviewed on: February 2024
Date:	Next review due by: February 2026

At Silverhill, we want everyone to reach their full potential and to ensure that all members of our community are treated fairly in all situations. The Equality Act provides us with a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people.

1. Introduction

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 is also based on guidance from the DfE on statutory policies for schools and academy trusts.

The Governing Board recognizes the valuable contribution that these and any additional activities to the curriculum, which can include clubs, day trips and extended visits, can make towards pupils' personal and social education and its aims are to promote and provide these activities as part of the school's broad and balanced curriculum. Under the regulations, no school is able to make a charge for school activities which the school offers during the school day or outside if the activity is part of the national curriculum. However, this does not prohibit or restrict the school from seeking voluntary contributions from parents, nor does it put the school under any obligation to pursue a proposed activity if insufficient voluntary contributions are received.

2. Charging

General

The Governing Board may, from time to time, amend the categories of activity for which a charge is made and also the level of charges shown in this policy. Nothing in the policy statement precludes the Governing Board from inviting parents to make voluntary contributions towards the cost of providing additional education activities for pupils.

School visits – during school hours (non-residential)

The Governing Board believes that school visits are a valuable part of the children's learning.

The school is not allowed to make a charge for these journeys but will seek voluntary contributions from parents in order to fund this activity. There is no obligation to contribute and no pupil will be omitted from the activity should his/her parents be unwilling or unable to do so. However, should funding for the trip be inadequate it will not take place.

School visits – outside school hours (non-residential)

The Governing Board believes that extended visits can provide valuable learning experiences for the children but are aware that Teachers cannot be required to undertake such a visit.

The school will make a charge for activities that take place outside school hours if it is not part of the national curriculum. There is no obligation to participate and should funding for the activity be inadequate it will not take place.

If the activity is part of the national curriculum the school is not allowed to make a charge for these national curriculum activities but will seek voluntary contributions from parents in order to fund the visit. There is no obligation to contribute and no pupil will be omitted from the activity should his/her parents be unwilling or unable to do so. However, should funding for the trip be inadequate it will not take place.

Residential visits

The Governing Board believes that residential activities can provide valuable learning experiences for the children but are aware that Teachers cannot be required to undertake such a visit.

The school will make a charge for the whole cost of residential activities that take place outside school hours, including the board and lodging element, if it is not part of the national curriculum. There is no obligation to participate and should funding for the activity be inadequate it will not take place.

Parents who are in receipt of the benefits listed in the remissions part of this policy will be **exempt** from the board and lodging element of the residential visit even if it is not part of the national curriculum.

If the residential is part of the national curriculum the school will only charge for the board and lodging element of the trip. The school is not allowed to make a charge for the other elements of the trip for national curriculum activities but will seek voluntary contributions from parents in order to fund the visit. There is no obligation to contribute and no pupil will be omitted from the activity should his/her parents be unwilling or unable to do so. However, should funding for the residential be inadequate it will not take place.

Parents who are in receipt of the benefits listed in the remissions part of this policy will be **exempt** from the board and lodging element of the national curriculum residential visit.

School Meals

The charge for school meals is £2.50 per child per day.

The charge for school meals is £3.20 per adult per day.

This charge will be reviewed every September.

Breakfast Club

The charge for breakfast club 8.00 a.m. to 9.00 a.m. is £4.50 per child per day.

After School Club

The charge per child per day for after school club will be:

£9.00 – from 3.30 p.m. to 6.00 p.m.

This charge will be reviewed each September.

Individual music tuition

Tuition provided at the request of the pupil's parents provided by peripatetic music staff during school hours is charged to parents. Pupils on Free School Meals and Looked after Children are eligible for free music tuition. Details are available from the Office Manager.

Ingredients/materials for practical subjects

The school may charge for ingredients and materials or require them to be provided if parents indicate in advance that they wish to own the finished product. No child will be disadvantaged because of parents' inability or reluctance to pay.

3. Remissions

General

There may be a number of cases of family hardship which makes it difficult for pupils to take part in particular activities for which a charge is made. In such cases parents should apply to the Headteacher, in confidence, for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

School visits – during school hours (non residential)

Parents who are in receipt of free school meals will receive a 50% remission from any voluntary contribution requested towards a school visit.

School visits – outside school hours (non residential)

Parents who are in receipt of free school meals will receive a 50% remission from any charge for activities that take place outside school hours if it is not part of the national curriculum.

If the activity is part of the national curriculum parents who are in receipt of free school meals will receive a 50% remission from any voluntary contribution requested towards the visit.

Residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of the board and lodging element of any residential visit:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, (but not Working Tax Credit) and annual income is no more than £16,190;
- The guarantee element of State Pension Credit;
- Working Tax Credit run-on - paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit – household earnings must be less than £7,400 a year (£616.67 per months – after tax and not including any benefits you get)

4. Refunds

Once the school has booked activities for the children, and the activity is to go ahead, no refunds will be given by the school after payments and contributions have been received.

5. Travel insurance

The school has a travel insurance policy in place for trips and parents may wish to contact the insurance providers directly to confirm if they can claim a refund through this policy.

A copy of this insurance policy is available on the school website www.silverhill.co.uk