



# CHARGING & REMISSIONS POLICY

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

*'Blessed are those who act justly, who always do what is right'*

*Psalm 106:3*

## 1. Introduction

St Matthew's Local Governing Body is required by law to publish a policy on charging for school activities.

The Education Act 1996 establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time.

## 2. Activities that may be charged

Charges may be made for the following:

- Individual tuition in playing a musical instrument may be charged for provided that it is not part of the National Curriculum or part of the syllabus for a prescribed Public Examination.
- Where parents have indicated that they wish to have the finished product from a particular lesson e.g. individual craft items, pottery, needlework, cookery, a charge may be made to cover materials.
- For all residential visits deemed to be within school hours, or part of the National Curriculum or part of the Syllabus for the prescribed Public Examination, a charge for board and lodging will be made, except for families in receipt of family credit or income support.
- Optional visits or activities occurring outside of school hours may be charged for in full.

Charges will be proportional for each pupil and will not exceed the cost of the provision. Lessons or activities will not be confirmed until parental or carer agreement has been received, ideally by return of a signed reply slip.

## 3. Voluntary contributions

Within the Education Act it is possible for schools/academies to ask for voluntary contributions from parents. CDAT has therefore approved the following:

- Voluntary contributions can be invited from parents towards the cost of the school activities which are related to the life and work of the school. Such contributions will be genuinely voluntary and no child whose parents feel unable to contribute will be treated differently from the rest;
- Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the Headteacher who will treat any such approach in strictest confidence;
- School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters to parents. The letter, asking for support, will outline the proposed visit, cost, educational value and its relationship to the school curriculum;
- If insufficient voluntary contributions are received and the trip is considered by the Headteacher not to be financially viable, then it will be cancelled and any monies received will be returned.

## 4. Remissions

As far as its resources allow, St Matthew's will support pupils and their families to participate in the full range of activities offered as part of the curricular and extra-curricular provision. This applies particularly to those pupils whose families receive support payments such as those detailed below.

While each case for support will be reviewed sympathetically, and in strict confidence, the school itself has only limited resources at its disposal, and will seek to use these resources prudently to affect the greatest number of its students. Pupil Premium money may be used if appropriate.

Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to apply to the school for some remission of charges for board and lodging costs during residential and other school trips.

The relevant support payments are:

- Universal Credit with no earned income or with net monthly earnings less than £616.67
- Income support
- Income-based Job Seeker's Allowance
- Income-related Employment Support Allowance
- Pension Credit (Guarantee Credit)
- Support under Part VI of the Immigration and Asylum Act 1999

## 5. Policy Review

This policy was updated and agreed by the CDAT Board in August 2020. In line with recommended best practice, it will be reviewed again in August 2021.