



Charging and Remissions Policy

Policy Reviewed November 2022

INTRODUCTION:

This Charging and Remissions Policy complies with statutory requirements, has regard to Wirral Local Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

Aims and Objectives:

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary contributions:

School trips and visits form an important part of the curriculum offered by our school. Parents are not required to pay for such visits but may be asked to make voluntary contributions towards their cost, subject to the following conditions:

- No pupil will be excluded from a school trip because of their parents' inability or unwillingness to contribute. Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the Headteacher may cancel the trip.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (a) Part of the National Curriculum.
 - (b) Part of a syllabus for a prescribed public examination, which the pupil is being prepared for at school.
 - (c) Part of religious education.
- The cost of board and lodgings on residential visits (subject to remission arrangements- see below).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

A schedule of charges will be compiled annually and agreed by the Governing Body. This will include any services provided by the school where a cost is incurred including school lunches. Parents will be charged weekly for school lunches (where free school meals do not apply).

Remissions Policy:

- School will support with the cost of board and lodgings for residential visits (Year 4 and Year 6) for pupils for whom we receive 'Pupil Premium' funding (namely those whose parents/guardians are in receipt of:
 - 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)
- In exceptional circumstances, this support may be increased. Please contact the Headteacher if you are having difficulty in meeting such costs.
- School milk and fruit are provided free to pupils under the age of 5 and pupils and to all pupils in Reception, Year 1 and Year 2
- Toast is provided at registration free of charge to all children.
- Free meals and hospitality may be given to staff or visitors at the discretion of the Headteacher

Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.