

## HOLY TRINITY PEWLEY DOWN

A Federation of Holy Trinity CoE Junior & Pewley Down CoE Infant Schools, Guildford

# Charging and Remissions Policy

**This policy was reviewed:** June 2025

**Next review date:** June 2026

**Reviewed by:** Finance and Premises Committee

The Governing Body of Holy Trinity Pewley Down School recognises the valuable contribution that the wide range of additional activities offered by the school, including trips and after school clubs, can make towards pupils' educational experience. The Governing Body aims 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.

### Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupil
- from taking full advantage of these opportunities

### Legislation and guidance:

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.

### Definitions:

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

### Roles and responsibilities:

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Premises Committee, as well as monitoring the implementation of this policy.

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

Parents/carers are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

### Below we set out what we cannot charge for:

- Admission applications
- Education provided during school hours (including materials, books, equipment)
- Education provided outside of school hours if it is part of: The National Curriculum; a syllabus for a prescribed public exam that the pupil is being prepared for at school; Religious education

- Instrumental or vocal tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the parent/carer.
- Entry for a prescribed public examination if the pupil has been prepared for it at the school

## **1. CHARGES**

### **Activities outside school during school hours**

Occasionally the programme of studies of a particular class would be enhanced by visits, walks and outings. Any extra costs associated with such activities may be covered by requesting voluntary contributions from parents. Where residential trips are mainly within school hours, a charge may be made for the board and lodging costs of all qualifying pupils and supervising adults divided by the number of qualifying pupils.

The Governors fully support curriculum enrichment but point out that enough parents need to make the contribution to enable the activity to take place.

If an activity or trip goes ahead, no qualifying pupil will be excluded or treated differently on the grounds of not making the voluntary contribution.

See section 2 – Remissions – for information about possible exemptions from residential trip charges and assistance with payments.

### **Music tuition**

Where the school provides any voluntary instrumental and vocal music tuition where participation is at parents' request, this will be charged at cost.

### **Optional activities outside of school hours**

The Governing Body will expect all activities wholly or mainly outside school hours not to incur a cost to the school budget unless the Governing Body has been consulted and decided otherwise. Such activities are known as optional extras and may include some residential trips and afterschool clubs.

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

Whilst most families collect their children on time and as arranged, where prior notice is given to parents/carers regarding cancelled clubs and they fail to collect their children after school necessitating additional childcare be provided at short notice, children will be sent to the extended school's provision at the parent/carer's cost. Where there is no space to accept more children at the provision, a separate charge will be levied and the child(ren) will be looked after in the School Office.

Wherever possible, the school seeks to receive advance payments for all activities that are chargeable. This should prevent a situation where there are debts owed to the school.

See section 2 – Remissions – for information about possible exemptions from residential trip charges and assistance with payments.

## **Damage to property**

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

## **Voluntary contributions**

The Governing Body may from time to time amend the categories of activity for which a charge may be made, subject to what is permissible in law. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time or for the benefit of the school or any other school activities. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of not making voluntary contributions.

## **2. REMISSIONS**

Where the parents of a pupil can demonstrate that they are in receipt of the benefits listed below (the same criteria as free school meal eligibility), they may be exempt from paying some residential trip charges. Such parents should speak to the Finance Office/Headteacher.

Qualifying benefits:

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income as assessed by HMRC that does not exceed £16,190)
- Working Tax Credit 'run-on' - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

In addition, where pupils are eligible for pupil premium, or where parents do not fall into the above categories but are experiencing financial difficulties, the Governing Body may wish to remit in full or in part the cost of qualifying activities that take place during the school day and also residential trips and other optional extras. Authorisation for such remission will be made by the Headteacher and reported at the Finance and Premises Committee meeting.

It should be noted that if there are not enough voluntary contributions made towards trips and other optional extras, or there are not enough hardship funds to cover all such cases, a trip or activity may have to be cancelled.