



# Charging & Remissions Policy

Committee Responsible	Resources
Member of School Staff Responsible	Zoe Loosemore
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## **POLICY FOR CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES**

### **Charging Policy**

As a School we wish to ensure that all pupils have access to all areas of the life of the school, regardless of the parents' ability to pay.

In the event of activities organised by the school during school hours involving the need for payment to be made, voluntary contributions are sought from the parents to cover the cost of these activities. No child is excluded from participating in the activities because of non-payment of the contribution, but it is necessary for a substantial number of parents to contribute before the activity can go ahead.

Instrumental and vocal tuition, which takes place during the school day, subject to the parent/carer requesting the tuition will be charged for. Children in care are entitled to free tuition. The remissions policy (see below) applies to musical tuition.

In cases where a parent or guardian asks for a refund of monies paid, for example in respect of a trip a child can no longer attend, a refund should be given wherever practicable. It may be necessary for the parents to make a claim under the HCC travel insurance in cases where payment has already been made to an outside organisation by the school and the organisation is unable to offer a refund.

In the case of activities partly during the school day, and partly out of school hours, charges will be made for the time outside school hours, and for board and lodging on a residential school journey. (Although remissions would only be for the teaching part of the residential and not the board and lodgings.)

As a School, we reserve the right to cancel any trip where there are insufficient funds.

### **Data Protection Act, Pupil information regulations and Freedom of Information Act**

The Governing Body has determined:

- To charge the statutory maximum fee in respect of a request made under the Data Protection Act
- To charge a fee not exceeding the cost of supply in respect of a request made under the Education Pupil Information regulations 2005
- To charge a fee in accordance with relevant regulations, in respect of a request made under the Freedom of Information Act 2000

### **Remissions Policy**

The Headteacher and governors will consider sympathetically cases of genuine financial need and remit charges where appropriate. Parents experiencing financial difficulties are encouraged to contact the school for support

No charge will be made for pupils whose parents claiming free school meals because they are receiving the following benefits:

Your child may be able to get free school meals if you get any of the following:

- 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)

(See Hantsweb – Free school meals for pupils up to 16 years old)

As a School, we will let parents know of the right to claim access to free activities and free / reductions in trips when they are accepted for free school meals. Details of this can be found below.

### **Pupil Premium: Charges and remission:**

Hiltingbury Junior School receives Pupil premium funding for pupils who:

- a) are currently eligible for free school meals (£1,455)
- b) have been eligible for free school meals at any point in the last 6 years (referred to as Ever 6) (£1,455)
- c) are in (LAC), or have recently left (post LAC), local authority care, including children who have been adopted from care (£2,530)

We also receive Service Pupil Premium (£335) for children who have a parent who is a serving member of HM forces or has retired on a pension from HM forces. This is primarily intended to support the emotional wellbeing of pupils.

Pupil Premium is funding to improve education outcomes for disadvantaged pupils in schools in England. Evidence shows that disadvantaged children generally face additional challenges in reaching their potential at school. School leaders are free to make their own decisions about how best to spend this funding in order to improve the attainment of these pupils. We generally follow a tiered approach of investing in high quality teaching, targeted academic support and wider support for non-academic issues e.g. subsidising school trips. Below is how we approach the wider needs of pupils in receipt of Pupil Premium funding:

### **Fees and Charges to parents:**

	Free School Meals	Ever 6	LAC/ post LAC	Services
Activities within the school day e.g. trips, visitors	Full funding	50% discount	Full funding	No discount
Residential trips	50 % discount	50% discount	50 % discount	No discount
Music lessons	Full funding	50% discount	Full funding	No discount
After school clubs e.g. sports clubs	Full funding	Full funding	Full funding	Funding by consultation

In accordance with our remissions policy, the Headteacher and governors will consider sympathetically cases of genuine financial need and have the discretion to remit charges where they deem appropriate. Parents experiencing financial difficulties are encouraged to approach the school in confidence.

**Adopted by the Governing Body:** September 2023  
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