



Charging and Remissions Policy

September 2021

Version	Date	Notes	Changes made / review / amended by
1	October 2021		R Enwonwu
	March 2022	Approved at FGB on 18 th March 2022	

Howard Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of Howard Primary School and as additional optional activities.

Charging for school activities

The Governing Body will make a charge for each pupil for activities organised by the school in the following circumstances:

Activities outside school hours

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

Materials and equipment

Charges may be made in respect of the cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

Lost or damaged school property

A charge may be made for the replacement of any item of school property that is lost or damaged.

Residential trips in school hours

Schools are permitted to charge for the cost of board and lodging of approved residential activities deemed to take place largely in school hours. Schools are not allowed to charge for the cost of transport or the activities/education within the trip. However, for such trips to be financially viable, parents will be asked to make a voluntary contribution towards the cost of the activities/transport.

Voluntary contributions

We may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

Requests will make it quite clear that contributions are voluntary and children of parents who do not contribute will not be treated any differently. No pupil will be left out of an activity because their parents cannot make a contribution of any kind. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will have to be cancelled.

Remissions

In the circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made, or where parents are in receipt of certain benefits, parents can apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Children whose parents are in receipt of the following support payments will also be entitled to the remission of charges for board and lodging costs during residential school trips which take place largely during school hours. A similar entitlement applies where the trip takes place outside of school hours but is necessary as part of the curriculum.

The relevant support payments are:

- Income support;
- Income based jobseekers allowance;
- Support under part VI of the Immigration & Asylum Act 1999;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the amount applicable.

The Governing Body may, from time to time, amend the categories of activities for which a charge may be made.

This policy will be reviewed annually, or earlier, if necessary.

Signed: _____

Print Name: _____

Date: _____