



POLICY	Charging and Remissions
STATUS/DATE OF THIS VERSION	Sept 2021
APPROVED BY	Board of Trustees
RATIFIED BY	Trust Board Oct 2021
REVIEW	Sept 2022

This policy is operated by all the schools in Unity Education Trust (as listed below). **There may be sections that are specific to one school and these will be added by the school either as an annex or in place of yellow highlighted sections below.**

Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:

- **Beeston Primary**
- **Garvestone Primary**
- **Grove House Infant**
- **Kings Park Infant**
- **Northgate High School and Dereham Sixth Form College**
- **The Pinetree School**
- **The Short Stay School for Norfolk**
- **Churchill Park**
- **Greyfriars Primary**
- **Highgate Infant School**
- **Kings Oak Infant School**
- **Wimbotsham and Stow Primary**
- **Magdalen Primary**
- **St Germans Primary**
- **Great Dunham Primary**

This policy is operated by all the schools in Unity Education Trust. **There may be sections that are specific to one school and these will be added by the school either as an annex or in place of yellow highlighted sections below.**

1. INTRODUCTION

Additional activities at UET schools make a valuable contribution towards the all-round educational experience of children and their personal and social development. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. We are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the Department for Education.

Legislation allows schools to charge for certain activities which take place both inside, and outside, school hours. The charging policy adopted by the Board of Trustees of UET is as follows.

2. CHARGES FOR SCHOOL ACTIVITIES

2.1 You will be charged with the following activities:

- Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum (including teaching provided under first stage access to Key Stage 2 instrumental and vocal tuition programme). Schools may charge for instrumental or vocal tuition provided individually or to groups provided the tuition is at the request of the pupil's parents.
- The school will not charge for a pupil who is looked after by a local authority and will seek to subsidise lessons where parents are in receipt of qualifying benefits or the pupil is eligible for free school meals as well as students who have opted to do a GCSE in music.
- Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

2.2 Voluntary Contributions

We may also organise activities during school time that are voluntary and collective and can only take place provided sufficient voluntary contributions are received by a particular date. In this case, there will be no discrimination against those who have not made a voluntary contribution.

3. ACTIVITIES OUTSIDE SCHOOL HOURS

3.1 A charge will be made for all non-residential activities, which take place wholly, or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged for or to enable the activity.

3.2 Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of 'missed' school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

3.3 Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

4. REMISSION OF CHARGES

4.1 The school has limited funds to enable families in financial difficulties to send their children on visits/activities. There can be no guarantee that all requests can be met and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

4.2 The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Working Tax Credit run-on
- Income related Employment and Support Allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

4.3 Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher/Head of School.

5. BROKEN EQUIPMENT (REPLACEMENT)

5.1 The Trustees will allow pupils and/or their parents to be asked for a contribution towards the cost of replacement items where these were damaged or broken as a direct result of misconduct. In the event of deliberate vandalism the contribution may equate to the full cost.

6. REFUNDS POLICY

6.1 The full contribution to an activity will be refunded if a child is absent due to illness.

6.2 If a trip has to be cancelled parental contributions will be refunded.

6.3 If contributions to an activity exceed the total cost a refund will be given if the excess per child is over £5 or 1% of the contribution whichever is the greater.

6.4 Excess income less than the above amounts per child will be retained within school funds.

6.5 Excess of expenditure will be funded from school funds