Charging and Remissions Policy

September 2025

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ADDITIONAL ACTIVITIES ORGANISED FOR PUPILS
CHARGES AND REMISSIONS

A. INTRODUCTION

1. The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

2. 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.

B. CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School.

1. School Journeys in School Hours

The cost of travel for all school trips.

The cost of ticket / admission charges for all school trips.

The board and lodging element of the following residential activities deemed to take place within school hours:

Year 6 PGL, Bawdsey Manor, Woodbridge, Suffolk

2. Activities outside School Hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

Clubs at lunchtime or after school, school discos.

3. Instrumental Music Tuition

Resources are delegated to the Governing Body by the Local Authority for instrumental tuition. The Governing Body has the right to make a charge to parents for all or part of the cost of providing such tuition. Charges will not exceed the cost to the school of such tuition. Charges will not be made in the following circumstances:
where a pupil is in receipt of (or registered for) free school meals. The nationally agreed criteria for this is that the parent or carer is in receipt of / supported under:

- Income Support
- Income-based Jobseekers' Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit only (not working tax credit) and taxable income is below £16,190
- The Guarantee Element of State Pension Credit
- Part VI of the Immigration and Asylum Act 1999.
- Working Tax Credit during the four week period immediately after your employment finishes or after you start to work fewer hours per week

- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month) (after tax and not including any benefits you get)

Current legislation allows pupils to be charged for instrumental music tuition so long as a teaching group does not exceed 4 pupils. A charge may not be levied where the tuition is provided as part of a recognised external examination course within the school's curriculum.

The decision about charges for instrumental music tuition will be reviewed annually and parents informed.

4. Materials, Instruments etc

The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities:

Music clubs and tuition

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

5. General

(i) The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

(ii) Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

C. REMISSIONS

1. Where the parents of a pupil are in receipt of / supported under:

- Income Support
- Income-based Jobseekers' Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit only (no working tax credit) and taxable income is below £16,190
- The Guarantee Element of State Pension Credit
- Part VI of the Immigration and Asylum Act 1999.
- Working Tax Credit during the four week period immediately after your employment finishes or after you start to work fewer hours per week
- Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month) (after tax and not including any benefits you get)

The Governing Body will remit in full the cost of board and lodgings for any residential activity that it organised for the pupil if the activity is deemed to take place within the school hours or where it forms part of the syllabus for a prescribed examination or the National Curriculum.

In other circumstances, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the

remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Reviewed: September 2025
Next Review Date: September 2026

Chair of Governors ……

Date ……..