



HOLY TRINITY CE PRIMARY SCHOOL

*Strength for today,
Bright hope for tomorrow*

Policy: Charging and Remissions

This Review: July 2024

Next Review: July 2025

Frequency of Review: Recommended annually

Responsible Committee: Finance, Safeguarding
and HR Committee

HOLY TRINITY C OF E PRIMARY SCHOOL, NW3

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Our Vision

Strength for today, Bright hope for tomorrow



Our school vision is rooted in the book of Isaiah chapter 40 verse 31 which tells us that those who have hope in the Lord will renew their strength.

Our hope in God leads us to have high aspirations for our learning community. We value the uniqueness of each child, made in the image of God, and seek to provide a holistic, enriched curriculum and pastoral care, empowering everyone with the strength, knowledge and wisdom to succeed and flourish.

The diagram shows how our vision is linked to the Church of England's Vision for Education. Learning to Live Well Together is taken directly from the text of this document and it is our ultimate aim that all of our children will be able to achieve this goal.



How our Vision Inspires this Policy: Our vision is about high aspirations for our learning community. We want all pupils to experience 'life in all its fullness' (John 10:10) and therefore plan for all pupils to enjoy a broad range of experiences during their time at Holy Trinity. These are designed to raise their aspirations, enable them to reach their potential and develop the knowledge and skills to live well together.

Policy on Charges and Remissions

Holy Trinity CE Primary School aims to:

- Have robust, clear & fair processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.
- Ensure that all pupils can live 'life in all its fullness' (John 10:10) regardless of their parents'/carers' ability or willingness to pay charges

Legislation and Guidance This policy complies with statutory requirements and is based on advice from the Department for Education (DfE) May 2018 on charging for school activities and the Education Act 1996, sections 449 – 462, of which set out the law on charging for school activities in England.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

Holy Trinity does not charge parents/carers for:

- an admission application the school
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- instrumental or vocal tuition, for pupils learning individually or in groups, ***unless the tuition is provided at the request of the pupil's parent***
- entry for a prescribed public examination, if the pupil has been prepared for it at the school
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Holy Trinity may can charge parent/carers for:

- activities that are classed as 'optional extras'

What are optional extras at Holy Trinity?

Optional extras are:

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education.
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);

- board and lodging for a pupil on a residential visit e.g. PGL
- extended day services offered to pupils, including breakfast club and afterschool clubs after-school clubs

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Current charges for Breakfast Club & After-School Clubs

Breakfast club	£1.00 per pupil per day
After-school clubs run by the school	£30.00 per term

Pupils that choose not to eat breakfast

All pupils who come into school before the gates open at 08.45 will be classed as taking part in breakfast club, regardless of whether they choose to eat breakfast, or not, and will therefore be subject to a fee. This because the school has to staff breakfast club sufficiently to supervise those pupils too.

Support for eligible pupils

Pupils whose parents/carers are in receipt of eligible benefits (see below) qualify for free breakfast club places, plus one free after-school club.

Voluntary contributions

Nothing in legislation prevents the school from asking parents/carers for voluntary contributions for the benefit of the school or any school activities. However, there is no obligation to make any contribution. It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. ***If insufficient voluntary contributions are raised to fund an activity, or the school cannot fund it from some other source, then it will be cancelled.*** If the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential visits

The school does not charge for:

- Education provided on any visit that takes place during school hours. Education provided on any visit that takes place outside schools hours if it is part of the national curriculum, or part of a syllabus for prescribed public examination that the pupil is being prepared for at the school, or part of religious education

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

The school does charge for:

- Board and lodging and the charge must not exceed the actual cost. When we inform parents about a forthcoming trip, we make clear that parents who are in receipt of Free School Meals will be assisted in paying the cost of board and lodging.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship are subsidised through our school budget.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Eligible benefits

- 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)

These are the same benefits that entitle pupils to free school meals, where free school meals are not universally available.