Tannery Drift
First School

Enjoyment – Achievement – Respect

Charging and Remissions Policy

Last Review Date:
October 2026

Next Review Date:
October 2029

Artsmark Gold Award
Awarded by Arts Council England

www.tannerydrift.herts.sch.uk

Charging and Remissions Policy

1. Purpose

Tannery Drift First School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. 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.

2. Roles and responsibilities of Headteacher, other staff, governors

The Headteacher, staff and governors will ensure that the following applies:

No charges will be made for

- 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 the school's basic curriculum for religious education.
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
- education provided on any trip that takes place during school hours.
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- transport provided in connection with an educational trip.

Activities for which charges may be made:

a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A half day means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of up to eight pupils.

d) Out of school hours' activity

Any profits made by school from providing facilities or services must be reinvested in the school or in the service.

Schools may use the delegated budget to subsidise a child's access to chargeable extended activities, where we consider that the activities are provided for the purposes of the school, because they are of educational benefit to the child.

Schools may lawfully charge for study support (other than that which delivers the National Curriculum or preparation for a public examination) e.g., additional sports, cooking, drama and music clubs, holiday activities, visits and additional courses, e.g., Bikeability

e) Voluntary Payments

Voluntary payments will be sought for activities such as day trips. However, payment will be genuinely voluntary, and children shall not be excluded because their parents do not pay.

Where necessary voluntary contributions shall be calculated to include subsidies for low-income families and travel by accompanying teachers. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay.

Charges will be made as indicated below. Parental agreement will be obtained before a charge is made. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it may be cancelled and parents will be made aware of this.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.	None
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to eight pupils.	Remission of fees available from the LA for children eligible under the criteria in section 3.
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for children eligible under the criteria in section 3.
Clubs	Delivered by third parties only	None

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances.

Pupil premium funding delegated through the school budget is allocated to support pupils who are or have been eligible for free school meals at any time in the last six years or who have a parent serving in the armed services or who are looked after by the local authority. The purpose is to narrow any learning gap between children in this vulnerable group compared with the main cohort of the school.

Criteria for qualification for Free School Meals and therefore remission are given below.

Parents in receipt of:

- Universal credit in prescribed circumstances.
- Income Support.
- Income-based Jobseekers Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules.

- Guaranteed element of State Pension Credit.

Additional categories of parents may claim help with some costs in some circumstances.

4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- All trips will be published at least one month in advance.
- we have established a system for parents to pay in instalments.
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

If a parent/carer has difficulties paying for a chargeable activity, then the school may be able to help. Please direct enquiries to the Headteacher or School Business Manager.

5. Arrangements for monitoring and evaluation

The School Business Manager monitors charges and remissions to ensure these comply with this policy.

This policy will be reviewed by the Finance Committee every 3 years, or when there is a change in relevant guidance or legislation. The Finance Committee of the governing body will monitor the impact of this policy and will approve any changes at review.

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