



# Claremont Primary School

A hub of educational excellence and innovation,  
supporting and valuing everyone

## Charging & Remissions Policy

|                                  |                                    |
|----------------------------------|------------------------------------|
| <b>Responsible person</b>        | Candi Roberts, Headteacher         |
| <b>Responsible governor</b>      | Anne Lightbody, Chair of Resources |
| <b>Responsible governor team</b> | Resources                          |
| <b>Date approved</b>             | Spring 2022                        |
| <b>Date of next review</b>       | Spring 2024                        |
| <b>Policy reference</b>          | Adapted Key Model: 2022            |

At Claremont we believe and recognise that the diversity of our community is one of our greatest strengths and assets. We are committed to ensuring that our pupils are treated fairly, and we have carefully considered and analysed the impact within this policy to promote equality of opportunity for all and we will use our position of influence as a school to work with all stakeholders to eliminate discriminatory barriers and ensure that our pupils have a sense of shared, common belonging and understanding.

This policy is based on advice from the Department for Education (DfE) 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.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a contribution towards the cost of the activity is requested.

### **Aim**

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

#### **4.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The Governing Body of Claremont Primary School is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher and if necessary, consulted with the Chair of the Governing Body.

#### **4.2 Headteachers**

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### **4.3 Staff**

##### **Staff are responsible for:**

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **Definitions**

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

## **Charges**

### **Residential trips**

If a residential visit is organised in school time or mainly school time, which is to provide education directly related to the School's Curriculum, no charge is made for the education. However, charges will be made to cover the costs of board, transport and lodging. If the residential trip involves Outdoor Adventure Activities then these will also be charged, alongside the board, transport and lodging. If parents are experiencing financial difficulties, they are invited to contact the Headteacher in confidence.

### **Music tuition**

Claremont Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

Claremont Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours may be remitted for pupils in receipt of Free School Meals at the request of the family to the Headteacher.

In addition, some children excel and go on a significant journey with music; a journey which they continue and take through their whole educational voyage. They may be gifted and talented in music. Music may take them towards a future of orchestras, musicals, bands and performances. Parents may be eligible for the Assisted Instruments Parent Scheme. [AIPS Guidance for website Spring 2021.pdf \(claremont.kent.sch.uk\)](#)

There is no charge for vocal or instrumental tuition for children in Local Authority Care. This includes instruments, music books and exam fees.

### **Activities Outside School Hours**

No charge is made for activities that are outside of school hours (optional extras) and are part of the National Curriculum. However, we may ask for a contribution towards the costs for the following:

- Travel
- Materials and equipment
- Staff costs
- Entrance fees
- Insurance costs

### **Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher, in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Extra-Curricular and Before/After School Clubs**

Clubs and activities provided by third parties and/or outside of the school day will be chargeable. Children for whom the school receives Pupil Premium funding will be offered such activities at a reduced rate.

### **School meals**

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day, in line with the agreed provision supplied by our catering provider.

### **Other charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

### **Remissions**

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

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit (provided they are 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 a person stops qualifying for Working Tax Credit
- 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 on an individual basis and 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.

### **Voluntary contributions**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invite parents to make a contribution to cover the cost of the trip. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, they may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. However, no child will be taken on an educational visit without signed consent from the parent or carer with legal responsibility for the child.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Sporting events which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events
- Theatre companies visiting the school
- Workshops delivered by visiting companies

### **Inability or unwillingness to pay**

Claremont Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. However, if there is then insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who could not or did not want to make the payment will not be disclosed under any circumstances.

## Appendix

Dear Parent/ Guardian (or personalise with name)

Thank you for your request for assistance to support payment for your child's trip (again personalise name and which trip). You may be aware that the school has a charging and remissions policy; I enclose a copy. This can also be found on the school's website. This Policy is written within the guidelines of Kent County Council.

As a school, we find there is enormous value to the education and well-being of a child in participating in these extra-curricular activities, particularly the year 6 residential trip when the children are leaving school and the friends they may have been with for 7 years. The school finds it is of great help for them to adjust to new experiences which they will meet when starting secondary school.

As a School we deal with any request confidentially and equitably.

A family's financial situation can change, and the school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit
- Child Tax Credit (provided they are 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 a person stops qualifying for Working Tax Credit
- Universal Credit

In addition, as stated in the policy, there is a timeline for parents to pay and we would be happy to discuss a more individual plan which meets the needs of your family.

The school budget does not receive income from Kent County Council (KCC) or other sources to fund school trips which is why we need to ask for parental contribution. Money if allocated, to pay for an individual child would have to be sourced from other areas of the school budget. 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 Headteacher and Chair of Governors/Chair of Resources, and may also be limited by budget constraints.

Please contact the school by email or letter when you have the relevant information and the school can arrange a meeting to further discuss the issue.