The Pines School
Be Your BEST
Believe - Excellence - Safe - Team

Charging and Remissions Policy

Policy Owner:	Head Teacher
Amended:	March 2020
Reviewed by SLT:	March 2026
Approved by F&R	March 2026
Next Review:	Spring 2028

1. Introduction

1.1 We believe 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.

The policy complements the school's equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

2. Roles and responsibilities of Head Teacher, other staff, governors

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

1.2 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
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum

1.3 Activities for which charges may be made

- Activities outside school hours
- Non-residential activities 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).
- When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition Music tuition for individuals or groups of up to four pupils.

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.
Activities which can be charged for are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

Activity or item 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	If parent approaches staff for support it will be considered
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 four pupils	If parent approaches staff for support it will be considered
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
A school visit to support the curriculum	A voluntary contribution for the visit and the related travel will be requested from every participant. Should insufficient funds be collected the visit may need to be cancelled	If parent approaches staff for support it will be considered

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. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in

relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A
Parents in receipt of

- 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 State Pension

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:

- 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
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

5. Arrangements for monitoring and evaluation

The Finance & Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

6. Monitoring and review

This policy is monitored by the Finance and Resources Committee and will be reviewed every year by the SBM.