

# Charging & Remissions Policy

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<b>Policy:</b>	Charging & Remissions Policy
<b>Author:</b>	Briarwood School (ND)
<b>To be ratified by:</b>	Operations Sub Committee
<b>Review Frequency:</b>	Annually

**HISTORY OF POLICY CHANGES/REVIEW**

Date	Page	Details of change	Date ratified
July 2013		Created	
January 2016	4	Reviewed – Addition of statement highlighted in blue (residential trips)	
March 2017		Reviewed – No Change	21/03/17
November 2020		Re-Formatted Inclusion of Link to DfE Guidance	
July 2024	2	Review frequency updated to annually	
	4	Update to note about residential trips – now undertaken occasionally	

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## Rationale

The Governing Body of Briarwood School recognises the valuable contribution a wide range of additional activities and trips can make towards pupils personal and social education. We believe all of our pupils should have an equal opportunity to benefit from school activities (curricular and extra-curricular) irrespective of their parent/carer's financial means.

## Purpose

This policy outlines the school's approach to charging for activities which can be made under the Education Act of 1996 and also for activities for which no charge can be made. The policy details how we will minimise financial barriers enabling children at Briarwood School to gain the greatest possible benefit from available opportunities and activities.

## Guidelines: Charging

**Charging** - No charges will be made for any activities which are essential to fulfilling the Curriculum.

**No charges will be made for education during school hours** with the exception of: Residential Educational Visits. A Residential Activity taking place largely during school time can be subject to charges in relation to board and lodgings.

Charging does not apply to parents who are in receipt of:  
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)

Parents may be asked to make a voluntary contribution.

**Please note, we do not regularly offer residential educational visits but it is a chargeable activity when it is available.**

**Activities that take place outside of school hours** - Charges may be requested to cover the cost of any activities that take place outside of school hours. No charge made in respect of individual pupils will exceed the cost of providing the activity for that pupil. Charges will not include an element of staffing costs; these will always be met through the school budget.

## Charging – Voluntary Contributions

1. Parents may be invited to make voluntary contributions to cover the cost of activities which are deemed educationally desirable. This may include activities such as:
  - Visiting performers who levy a direct charge on the school (theatre/dance/music groups).
  - School educational visits (the proportionate costs for an individual child to meet the costs for travel, materials and equipment, entrance fees, insurance costs).
  - An 'end product that may be taken home' e.g. cookery ingredients.
2. Requests for voluntary contributions will make it clear that:
  - There will be no obligation to contribute.
  - No child will be excluded from an activity or treated differently should a contribution not be made on their behalf.
  - No parent/carer will be asked to subsidise another child in any activity where contributions are requested.
  - The activity might not take place or may be cancelled if voluntary contributions are not made.
3. The following clause will be inserted into all letters when requesting voluntary contributions:

“Whilst there is no charge for your child’s education there are a limited number of extra activities that can be met by school funds. There is no obligation to contribute and children will not be prevented from participating should you choose not to make a contribution. However, if there are insufficient voluntary contributions some activities may not take place. In the case of financial difficulty, please do not hesitate to see the Headteacher in strictest confidence.”

## Guidelines: Remissions

Where parents/carers of a pupil would like their child to participate in an additional or optional activity, for which a charge is being made or a voluntary contribution requested, and feel their financial circumstances are insufficient to meet the cost of the activity, the Governing Body will invite parents to discuss the matter in confidence with the Headteacher, with a view to remitting all or part of the cost. The Governing Body is concerned that the Charging Remissions Policy holds no pupil at a disadvantage. If any parent applies for a remission of charge for any school activity the Headteacher in consultation with the Chair of Governors will make decisions regarding the remissions. A subsidy may be provided from the school fund at the discretion of the Headteacher and Chair of Governors.

## Conclusion

Adherence to these guidelines will ensure that principles of equal opportunity are upheld, and that the Governors of Briarwood School fulfil their statutory duties with regard to charging and remissions for school activities.

## Links

DfE Charging for School Activities Guidance 2018  
<https://www.gov.uk/government/publications/charging-for-school-activities>