



# HOLY TRINITY CE PRIMARY SCHOOL

*Strength for today,  
Bright hope for tomorrow*

## **Policy: Charging and Remissions**

**This Review:** February 2020

**Next Review:** October 2023

**Frequency of Review:** Every 3 years

**Responsible Committee:** Finance, Safeguarding  
and HR Committee

**HOLY TRINITY C OF E PRIMARY SCHOOL, NW3**

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## **Policy on Charges and Remissions**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DFE guidance and complements the school's Educational Visit Policy.

1. Holy Trinity School recognises that charges to parents need to be kept few and low. This is especially true because the School takes pupils from an area in which many parents suffer financial difficulties. Whenever charges are made, there is the possibility that the children of such parents will suffer indignity and discrimination, entirely inconsistent with the School's equal opportunities policy.

### **Responsibilities**

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

The Governors will review the policy annually.

### **Main points**

School governing bodies and local authorities, subject to the limited exceptions referred to in this advice, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Schools must ensure that they inform parents on low incomes and in receipt of Free School Meals of the support available to them when being asked for contributions towards of school visits.

### **Voluntary contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example educational trips or a non-school based organisation such as a visiting drama group or storyteller to arrange an activity during the school day.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available, it maybe necessary to curtail or cancel activities.

## **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 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.

The school does not charge for transport to and from a trip.

## **Eligible benefits**

We implement the same criteria as that used for Free School Meals.