



Charging and Remissions Policy

Introduction and Sources

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

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'/carers' financial means. This 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.

This policy is based on guidance from the Department for Education.

Charges that may not be made

The school may not charge for:

- Admission to school
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- transport in the following circumstances:
 - transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
 - transporting registered pupils to other premises where school has arranged for pupils to be educated;
 - transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
 - transport provided in connection with an educational visit.

Charges that may be made

The school may charge for:

- a) any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- b) education provided outside of school time that is not:
 - part of the national curriculum;

- part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school or part of religious education.
- c) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- d) transport (other than transport that is required to take the pupil to school or to other premises where the school has arranged for the pupil to be provided with education);
- e) board and lodging for a pupil on a residential visit;
- f) extended day services offered to pupils
- g) community facilities

Voluntary Contributions

The school may ask for voluntary contributions for any activity. Some activities may need to be cancelled (and refunds made to payers) if insufficient contributions are received.

Families qualifying for help with charges (remission)

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/carers in particular circumstances.

The criteria for remission are the same as those for Free School Meals (FSM). In Sheffield parents in receipt of the below benefits are eligible for FSM (and can therefore ask for full or part remission of charges made by school):

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

Lettings and Community Use

The school may charge organisations for use of the school facilities. The school lettings and community use policy should be referred to.