



Taunton Deane
Partnership College

CHARGING AND REMISSIONS POLICY

Policy Date : March 2024
Review Period : 2 years
Next Review Date : March 2026

Contents

- 1. Purpose of Policy**
- 2. Relationship to other policies**
- 3. Roles and responsibilities of Head Teacher and Management Committee members**
 - a) Activities for which no charge will be made***
 - b) Activities for which charges may be made***
 - c) Families qualifying for remission or help with charges***
 - d) Additional considerations***

1) Purpose of Policy

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/ carers' 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 at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

2) Relationship to other policies

The policy compliments the school's equality policy, curriculum policy, finance policy, and off-site visits policy.

3) Roles and responsibilities of Head Teacher and Management Committee members

The Head Teacher and Management Committee members will ensure that the following applies:

a) *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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the Curriculum.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

b) *Activities for which charges may be made*

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), 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).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.

c) Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Management Committee 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. Criteria for qualification for remission are given below:

Parents in receipt of –

- Income support
- Income based jobseeker's allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing 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
- 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 and your household income does not exceed the sum given in the revenue and custom rules
- Guaranteed state pension

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

d) Additional considerations

The Management Committee 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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- 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.