

Charging & Remissions Policy

The Federation of Boldmere Schools



Version : March 2025

Ratified by the Governing Body: March 2025

Signed by the Governing Body: Chair: Laura Shergold

To be reviewed (annually): March 2026

Introduction

The Federation of Boldmere Schools are committed to providing quality education based on equality of opportunity, access and outcomes and recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. In practice, this means that the pupils have an entitlement to benefit from all educational activities and to:

- participate fully in the school curriculum;
- contribute to all aspects of school life; and
- be a valued partner in the process of education.

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for the schools' activities and to the remission which is available to parents/carers/carers who are on a low income. We aim:

- to make school activities accessible to all pupils regardless of family income;
- to encourage and promote external activities which give added value to the curriculum;
- to provide a process which allows activities to take place at a minimum cost to parents/carers/carers, pupils and the school; and
- to respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.
- To use identified Pupil Premium funding effectively to ensure pupils make expected progress.

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the schools. No pupil may be left out of an activity because their parents/carers/carers cannot or will not make a contribution of any kind.

Certain key factors are taken into account when planning the range of activities. These are:

- the value of certain activities in relation to age/needs of pupils;
- the cost of activities set against their educational value;
- how the activity will be paid for;
- the appropriate process for raising funding;
- an assessment of whether the educational aims can be met in any other way;
- an understanding of the various types of activities involved – for example, educational visits, music tuition, materials for practical work;
- reference to additional or hidden costs – for example, lunch money and pocket money;
- an assessment of local facilities.

CHARGING POLICY

The governing body reserves the right to make a charge in the following circumstances for activities organised by the schools. Parents/carers of children for whom the schools receive Pupil Premium funding, or other parents/carers of children experiencing temporary financial hardship, are eligible to apply for financial assistance for any trips, visits or additional activities directly associated with the school. The Governing body have determined that 'market rates' should be applied to all of the activities listed below and these should be reviewed as and when necessary.

For school based activities within school hours that are not a necessary part of the national curriculum or religious education eg lunchtime clubs and activities, a charge will be made when an outside provider is used to deliver the activity and the school is charged for their services. Charges may not exceed the actual cost of the activity.

For activities taking place outside of schools hours charges will be made when these activities are not a necessary part of the national curriculum or religious education and are supplied by an outside provider and the school is charged for their services. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges must not exceed the actual cost of the activity.

For off-site activities within school hours eg. educational visits to off-site locations during the school day, a request for a voluntary contribution will be made to cover the cost of transport and entrance fee. The total voluntary contributions received may not exceed the combined cost of transport and entrance.

For residential activities taking place largely during school time, a request for a voluntary contribution will be made to cover the cost of transport, boarding costs, the extra-curricular activities provided and also any subsequent supply cover costs enabling the adequate staffing of the visit. The total voluntary contributions received may not exceed the combined cost of transport and entrance.

Individual Instrumental Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. However, charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) or the first access to the Key Stage 2 Instrumental and Vocal Tuition programme.

Nursery wrap-around care

From January 2023, our Nursery setting is offering 30 hours (full-time) provision in addition to our 15 hours (part-time) provision.

Where children are eligible to receive 30 hours free Nursery provision, as evidenced through the eligibility checking systems managed by the school office, a charge will be made for daily wrap-around provision. This charge is paid weekly, in advance, and forms part of the 30 hours contract between school and parents.

Where payment for this provision is not made, 30 hour places will be withdrawn, and a child may only access the free 15 hours provision.

REMISSION POLICY

To ensure that access to activities becomes a reality and that outcomes reflect intentions, the Federation of Boldmere Schools will implement the following remission policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the schools are able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. (See Appendix 1: Hardship Fund application form)

The school's leadership team will make authorisation for such remission. This particularly applies to parents/carers for whom the school received Pupil Premium funding and/or those are in

receipt of the following benefits:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Income Related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- the guaranteed element of State Pension Credit.

Parents/carers should prove entitlement by producing a Tax Credit Award Notice (TC 602).

Voluntary Contributions

Voluntary contributions may be requested from parents/carers to cover the cost of a range of activities provided by the schools. The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in school time.

Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

Parents/carers will be informed of how the charges for activities have been calculated and who might qualify for help with the costs

Where costs for the event are not met, and at the discretion of the school's leadership team, the event may be cancelled. Each activity or trip is considered individually and on occasions school fund may be used to subsidise the cost.

Boldmere Schools are committed to safeguarding and promoting the wellbeing of all children and expects its staff and volunteers to do the same.

Appendix 1
Reduced Payment Form

Dear Parents/Guardians

The school receives additional funding for some of our pupils who are eligible for free school meals. This is additional funding is known as pupil premium funding. The Government believes that head teachers and school leaders should decide how to use the Pupil Premium and at Boldmere, we believe firmly that a portion of it should be allocated to enable children access to experiences that without this support, they may miss out upon. Whilst we endeavour to ensure that the extra-curricular provision we offer, including school trips and residential visits, is as financially viable as possible, we appreciate that such activities can prove costly. With this in mind, we have introduced a fair funding formula for parents to apply for financial support in order for their child/children to access such activities. To assist us in determining whether parents are eligible for support, we request that the following is completed as accurately as possible.

Name of child:					
Child's current year group:					
Activity for which funding is being sought:					
Applicant's name					
Applicant's relationship to the child:					
Is your child currently in receipt of free school meals?					
Please list the previous occasions when you have received financial assistance for educational visits/extra-curricular activities.					
Is your child currently in receipt of a Service Child Premium (Parent in Armed Forces)?					
In receipt of any benefits:	Universal credit:	Income support:	Jobseeker's allowance:	Child tax credit:	Working tax credits:
(please indicate as appropriate)					
Other reason for application: (i.e. siblings in same/parallel year groups, current temporary financial hardship but not in receipt of any state benefits)					

If approved, support will be available to assist parents with either 25%, 50% or 75% of total costs at school's discretion. All applicants will be informed within two weeks as to whether or not their application has been successful.

Signed _____ Date _____

For office use only

Is the child currently eligible for FSM?	Yes	No
Service Child?	Yes	No
Is the child in receipt of Pupil Premium?	Yes	No
Application approved and amount awarded / rejected?		

Children currently in receipt of FSM eligible for up to 75% if approved.

Children in receipt of pupil premium funding but not currently FSM eligible for up to 50% if approved.

Children not in receipt of pupil premium funding eligible for 25% if approved.

Yours sincerely