



Charging and Remissions Policy

April 2024 –2025

School Vision

Our Christian faith underpins the life of the school and through God's enduring love we create a nurturing and caring environment where our pupils develop in body, mind and spirit. Through love, patience and kindness our children are encouraged to learn and grow together to realise their full potential.

"I can do all things through Him who strengthens me."

Philippians 4:13

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' 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 from taking full advantage of the opportunities.

Relationship to other policies

The policy complements the school's equality, curriculum, finance, educational visits, and teaching and learning policies.

Roles and responsibilities of the headteacher, other staff and governors

The headteacher, staff and governors will ensure that the following applies:

1. 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, 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 National 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 National Curriculum or the school's basic curriculum for religious education.
- Supply teachers to cover for teachers absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

2. 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 receive 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). Parents will be notified of the policy for allocating places when any trip is arranged.

3. *Families qualifying for remission or help with charges*

In order to remove financial barriers for 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 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 jobseekers' 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
- Guaranteed state pension

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

4. *Additional considerations*

The governing body recognises its responsibility to ensure that offering activities and educational visits does not burden family finances unnecessarily. 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.

**Approved by the Governing Body of
St. John of Jerusalem School**

Chair of Governors: Alister Bould

Reviewed: April 2024

Proposed Date of Future Review: Summer 2025