



Trinity

Charges and Remissions Policy

Date Governor Approval	Date of next review	Notes
Nov 2024	Nov 2025	

We have carefully considered and analysed the impact of this policy on equality and the possible implications for staff or pupils with protected characteristics as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations.

Introduction

Under the charging provisions of the Education Act 1996, governing boards of maintained schools must draw up a statement of their charging and remissions policy before they may charge for certain defined activities. This policy for Trinity Church of England School, Lewisham, outlines our approach to charging for school activities and providing financial support where necessary.

Education legislation demands that schools, subject to certain exceptions, may not charge for education provided during school hours. However, schools are permitted to charge for other items and experiences provided to the pupils. Schools may also invite voluntary contributions to help support these provisions. Schools have a duty to inform parents on low incomes and in receipt of certain benefits that support is available towards certain costs when they are being asked to make contributions, e.g., towards school visits.

Objectives and Targets

This policy clarifies which items and experiences the school provides may be charged a levy, how much of the cost the school expects parents to be charged, and who will be offered support to pay for items and experiences for their children. This charging and remissions policy implements the letter of the law and embraces its spirit.

1. Admissions

There is no charge for admissions.

2. School Meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the school's Resource Committee.

3. Public Examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents.

4. Activities that Take Place During School Hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (section 8). We may charge for:

- Books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge).
- Optional extras (section 5).
- Music or vocal tuition (section 8).

5. Activities that Take Place Outside of School Hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- Part of the set curriculum.
- Part of the syllabus for a public examination that the pupil is being prepared for by the school.
- Part of the school's basic curriculum for religious education.

Optional Extras

The school will charge for optional extras. Optional extras are:

- Education provided outside of school time that is not:
 - Part of the school's planned curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

The Cost of Optional Extras

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12). When calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra.
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that Take Place Partly During School Hours Either On or Off Site

Where the majority of a non-residential activity takes place during school hours, the charging of the activity will be the same as is outlined in section 4. Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case, the charging of the activity will be the same as is outlined in section 5.

7. Residential Activities

Our school will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the school's planned 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.

Our school will charge for board and lodging:

- When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 11 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall outside of school hours (see section 5).

8. Music Tuition within School Hours

Government legislation states that all education provided during school hours must be free; however, music lessons are an exception to this rule. Charges will be made if the teaching is not an essential part of either the school's planned curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to 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. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the school's planned curriculum or public examination syllabus being followed by the pupil. This includes instruments, music books, and exam fees.

Trinity Church of England School, Lewisham, is dedicated to ensuring equal opportunities for all pupils, including access to specialised music tuition, therefore provisions are made to ensure our most disadvantaged children have equal access to the tuition provided by the school.

9. Extended Services

Trinity Church of England School, Lewisham, is dedicated to providing a well-rounded and extensive education for our pupils, which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- High-quality learning opportunities either side of the school day.
- Ways of intervening early when children are at risk of poor outcomes.
- Ways of increasing pupil engagement.
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity, and no parent will be asked to subsidise others.

10. Damage to Property and Breakages

Where school property has been wilfully damaged by a pupil, the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. The Headteacher decides whether or not these charges will be made and dependent on the situation.

11. Remissions and Concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income-based Job-seeker's Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income-related Employment and Support Allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher.

12. Voluntary Contributions

Trinity Church of England School, Lewisham, may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. In any case where an activity cannot be afforded without voluntary funding, the school will make this clear to the parents. If the activity is cancelled, all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution, and the school will in no way pressure parents to contribute.

13. Inability or Unwillingness to Pay

Trinity Church of England School, Lewisham, is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment or could not make the payment will not be disclosed under any circumstances.

14. Monitoring and Evaluation

This policy will be monitored and evaluated in light of changes to legislation and comments received from parents and other interested parties.

15. Reviewing

This policy will be reviewed by the Resource Committee annually.