



# Charges and Remissions Policy



Approved by Chair of governors on: 13.12.23

Signed Chair of Governors:

A handwritten signature in black ink, appearing to be 'A. P. Hill', is written over the line for the signed Chair of Governors.

Head Teacher: Elizabeth Hopewell

Date for Review : December 2024

## **Vision Statement**

We aim to create a safe, happy and nurturing environment for all our children!

## **Mission Statement**

The Orchard School strives to provide the best quality teaching and learning with an inclusive and personalised curriculum, where all achievements are celebrated.

## **Principles**

The Orchard school recognises the valuable contribution that the wide range of additional activities, educational visits and residential experiences can make towards pupils' personal and social education. We aim to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

It is accepted that compulsory charges cannot be made in respect of educational activities during School hours, including cost of materials and resources.

It is also accepted that compulsory charges cannot be made in respect of educational visits that are required as part of the syllabus for a public examination, the Curriculum or Religious Education.

In order to provide pupils with a breadth of educational experiences and in particular to compensate for the lack of opportunities to explore the local community as a result of complex educational needs, limited mobility or lengthy periods of illness, it is very important that pupils participate in planned educational visits.

No charge is levied for transport to school or for educational activities that are an essential part of the curriculum.

A voluntary financial contribution from parents/carers is requested for transport and / or admission to offsite activities which enhance educational experience but are not essential curriculum items. Without this additional funding the School would find it difficult to maintain the number of visits that regularly take place. The contributions requested from parents/carers are kept to a reasonable minimum with the aim that all children from the relevant class or subject area are able to participate in visits.

*The eligibility of pupils to take part in School activities will not be affected by whether or not a voluntary contribution is made.*

*The Head Teacher will consider suspending or cancelling any activity which cannot be funded adequately.*

## **Legislation and Guidance**

This policy is based on advice from the Department for Education (DfE) on charging for school activities (2018) and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

## **Charges**

The Governing Body has agreed that the School's policy for charges will be as follows:

### **1. Day Visits**

For those educational visits where there is a cost the School may invite a voluntary contribution from parents/carers to meet the costs.

### **2. Residential Visits**

The School will invite voluntary contributions from parents/carers to assist with the cost of travel, food and accommodation. This will not exceed the cost involved.

### **3. Involvement in Sporting Activities**

When pupils are representing the School in sporting activities, the School will pay the costs. The School may invite voluntary contributions from parents/carers to assist with the costs of external sports activities provided to enhance pupils' experiences.

### **4. Educational Materials**

Where pupils create items, for example in food technology lessons, parents/carers may be asked to provide a contribution to costs or materials / ingredients on a voluntary basis.

Where parents/carers wish to own the finished product they may be required to meet the cost of the materials.

### **5. School Meals**

The School will provide a meal to those pupils who are not eligible for Free School Meals or who do not bring a pre-prepared lunch from home. Where the School provides a meal from their catering service it does so in good faith and expects the balance to be settled in good time. The school administration team will provide reminder letters detailing the balance due and suitable methods of payment. The school reserves the right to instigate recovery of any debts incurred through reasonable means or put in place a payment plan to ensure the cost can be recouped in an agreed period of time.

### **6. After School Clubs**

A nominal charge will be requested for participation in any after school club.

### **Remissions Policy**

The Remission Policy adopted by The Orchard School accepts that charges may be waived or reduced, at the discretion of the Head Teacher.

Where parents/carers of a pupil are in receipt of any of the state benefits below subsidised places may be available:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

**The School Financial Procedures policy will be followed at all times by all staff.**

**The policy will be reviewed annually by the Head Teacher and governors**