

Coulston C of E Primary School



Charging and Remissions Policy

The ethos of this school is to enable every child to learn and develop in a Christian environment. We ask all parents of whatever faith applying for a place here to recognise and support this ethos and its importance to the school.

Together, growing in mind, body and spirit

*Approved April 2025
Next Review April 2026
or sooner if required*

Coulsdon C of E Primary School Charging Policy

Coulsdon Church of England Primary School recognizes the valuable contribution that a wide range of additional activities can make towards pupils' education. We aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Rationale

In order that the school can legally make charges for educational activities "The Education Act 1996" requires that the Governing Body publish its Charging and Remission Policy with regard to Education, "Optional Extras" and Residential Trips.

Purposes

To ensure the school complies with the law and make activities available to ALL pupils regardless of their parents' ability or willingness to pay.

Definition

Throughout this policy the term "Charge" means that the school will require parents to pay the full cost of the activity. The term "Voluntary Contribution" means that the school may ask parents for a contribution towards costs, but payments are discretionary and parents are not obliged to pay them.

Activities during School Hours

- All Education during normal school hours will be FREE of "Charge" with the exception of chargeable extracurricular clubs at lunchtime for which a "Charge" will be made
- ALL activities will be available to ALL pupils regardless of their parents' ability or willingness to pay
- The school may ask for "Voluntary Contributions" from parents to help meet the cost of travel, material and equipment, non-teaching staff costs, entrance fees and insurance
- Subsidies may be available for children whose parents are unwilling or unable to make a "Voluntary Contribution" - Details available from the Head Teacher
- The school will use Pupil Premium money (for those pupils eligible) to pay for these activities.
- If there is insufficient funding from "Voluntary Contributions" or Subsidies and there is no other way to make up the shortfall the activity will be cancelled
- The Head Teacher has discretion to set "Voluntary Contributions" at a lower level for second and subsequent children
- The school may request recompense for any loss or breakages of or damage to property.

Activities outside School Hours

- The school may ask for "Voluntary Contributions" from parents for extra-curricular clubs.
- The school may make a "Charge" for activities provided as "Optional Extras" by external providers that take place wholly or mainly out of school hours. **The full cost of such activities must be met or the activity will be cancelled**
- The school will use Pupil Premium money (for those pupils eligible) to pay for these activities.



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Residential Activities

- The school will make no “Charge” for Education for these visits.
- A “Charge” will be made for Board and Lodging costs except to those parents in receipt of:
 1. Income Support;
 2. Income-based Jobseeker’s Allowance;
 3. Income-related Employment and Support Allowance;
 4. Support under Part VI of the Immigration and Asylum Act 1999;
 5. The guaranteed element of the Pension Credit;
 6. Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by her Majesty’s Revenue and Customs (HMRC) that does not exceed the annual total set by HMRC;
 7. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 8. Universal Credit - if you apply on or after 1 April 2018 your household income must be less than the annual amount set by HMRC (after tax and not including any benefits you get)
- The Head Teacher will inform parents receiving these benefits that they need only make a small contribution towards the cost of the journey (see School Journey Grant Statement).
- The school will use Pupil Premium money (for those pupils eligible) to pay for these activities.

Education Partly During School Hours

The school will follow the rules detailed in “The Education Act 1996” to determine whether an activity takes place wholly, mainly or partly during school hours. In any case the “Charges” detailed above will apply.

Further details contained in documents: The Education Act 1996



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School Journey Grant Policy

It is intended that any residential school journey will always be fully paid for by the parents of the pupils travelling to the school journey, together with a donation from the Governors towards the cost of the transport. However, there will be situations in which some parents are unable or unwilling to meet the full cost for their child. The Governors have agreed to take the actions below when appropriate.

A budget and final journey statement will be submitted for approval to the Governors Finance Committee which will demonstrate how much the pupil premium / school budget or other donations will finance the full cost of the journey.

Schools are permitted to charge for the cost of board and lodging of approved residential activities deemed to take place largely in school hours. Schools are not allowed to charge for the cost of transport or the activities/education within the trip. However, in order for such trips to be financially viable, parents will be asked to make a voluntary contribution towards the remaining costs of the trip.

Pupils in Receipt of Pupil Premium

The parents of pupils who qualify for Pupil Premium will be asked to make a contribution towards the cost of their child's board and lodging. The school will make no charge for the education part of these visits. The balance of the cost will be drawn from the pupil premium received for these pupils.

Cases of Hardship

In cases where a family may be experiencing financial hardship, the Head Teacher has the authority to consider a parent's application for financial support from the school towards the total cost of the residential trip. The balance of the cost will be drawn from the school budget.



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