



Holy Trinity CE School.

Charging and Remissions Policy - DRAFT

Policy Review

The policy was last reviewed and agreed by the Governing Body

It is due for review January 2025 (or sooner if updates are required).

Signature

Date

Head Teacher

Signature

Date

Chair of Governors

CHARGING AND REMISSIONS POLICY

(Based on the guidance provided in the 'Governors' Guide to the Law' and as permitted under the Education Act 1996)

The Local Authority or Governing Body may not charge for anything unless they have drawn up a statement or general policy on charging. The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, the school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- equipment or property which has been damaged;
- school funds generally.

The contribution must be genuinely voluntary and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the School cannot charge for the educational or travel elements.

- 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 state pension credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual income of no more than £7,400 after tax and not including any benefits you get).

School Dinners

We keep you informed of any outstanding dinner money debts and ask that you pay for them as quickly as possible. Ideally we would like meals paid for in advance. If, however, after 8 meals your school meal account for your child remains in debt, unless payment is made, we will no longer be able to provide your child with a school lunch. Until payment is received you will be responsible for providing your child with a packed lunch. As a school we expect these to be paid in a timely manner. Should you experience difficulties we expect that you discuss issues or payment problems as quickly as possible.

In serious circumstances, the school reserves the right to begin legal proceedings against parents to recover this debt. If a parent/carer does not provide lunch for their child after being notified of the serious situation, the school may contact HCC for advice.

Breakfast and After-School Clubs

A charge is made for attendance at And After-School Clubs. The charge will be set by the School Governors. Any funds which remain surplus after all expenses have been taken from And After-School Clubs income will be used to improve resources and facilities provided for And After-School Clubs members. Charges are set to ensure all related costs are covered. The And After-School Clubs is provided by the school as a service and not as a profit making concern.

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school. East Herts Music Centre deal with Music tuition charges at Holy Trinity CE School separately.

Parents will not be given refunds for missed music tuition unless the music teacher has been unable to attend the lesson, in which case the lesson will be credited by East Herts Music Centre.

Refunds

Parents whose children do not take part in a particular activity for which they have been charged or given a voluntary contribution may request a refund. Deposits for residential trips are non-refundable.

Charges for Verification of Passport Applications

The School will be able to authorise Passport applications for a donation of £5 per Passport.