



CHARGING & REMISSIONS POLICY

Adapted from the WSCC model policy

Approved: 19 March 2024 by the Interim Executive Board

Next review: March 2025

Our Vision

In our federation of schools, our Christian vision shapes all we do.

Jesus said: **“I have come that you may have life in all its fullness”** (John 10:10).

We make our vision come to life through our school ethos of **Excite, Engage, Include**.

Introduction

The schools in the Downland Village Schools Federation (DVSF) provide many opportunities for pupils to enrich and enhance their experience through ‘learning outside the classroom (LOtC)’. This encompasses both on-site and off-site learning, residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

The value of LOtC is well recognised by the governing body and fully supported across our schools. The purpose of this policy is to provide clear information about charging and voluntary contributions for activities and opportunities provided by the school.

Voluntary Contributions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums, etc. during school hours.

The DVSF follows the West Sussex policy for charging for school activities that mirrors the information given in the Department for Education’s advice [document](#) published in May 2018 and should be read in conjunction with the information provided in the national guidance <http://www.oeapng.info>.

No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary, and the pupils of parents who are unable or unwilling to contribute are not discriminated against. **However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled.**

Arrangements

All letters regarding contributions for school activities will make it clear that these are voluntary, and that children of parents who do not contribute will not be treated differently. Charges are waived for Pupil Premium children and Children Looked After and lines of communication are kept open for parents and carers to ensure that no child misses out. If any other parents have any financial difficulty, they will be invited to talk to the headteacher who will come to an agreed arrangement.

Residential trips

If a residential visit takes place largely during school time (covering 50% or more of the whole time spent on the activity within the school week) or it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel.

However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested to cover all other costs.

Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- a. Universal credit in prescribed circumstances;
- b. Income support;

- c. Income-based jobseeker's allowance (IBJSA);
- d. Support under part VI of the Immigration and Asylum Act 1999;
- e. Child tax credit;
- f. Guaranteed element of state pension credit.

Outside School Hours

An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an 'optional extra' and a charge will be levied which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision.

Parents/carers in receipt of the allowances identified above have the same entitlements.

Music tuition

There will be no charge for musical tuition if the teaching is an essential part of either the national curriculum or a public examination syllabus or is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.

For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments which are used for instrumental tuition at school.

No charge will be made in respect of a pupil who is looked after by the local authority (within the meaning of section 22(I) of the Children Act 1989).

Charges are waived for Children Looked After and lines of communication are kept open for parents and carers of pupils who are eligible for Pupil Premium funding to ensure that no child misses out.