



## THE PIGGOTT SCHOOL

'Go and do Likewise' Luke 10:25 -37, The Parable of the Good Samaritan  
We live with love and compassion, seeking help in times of need

### CHARGING AND REMISSIONS POLICY

<b>Last reviewed:</b>	Spring Term 2023
<b>Responsibility:</b>	Business Manager and Finance Committee
<b>Review Period:</b>	Biennially or earlier if there are any statutory changes

#### THIS POLICY WILL HELP THE SCHOOL TO FULFILL ITS AIMS BY:

- following agreed procedures on charging for school activities
- enabling pupils to acquire knowledge and to develop skills to the fullest possible extent, regardless of personal and home circumstances
- promoting and modelling our Christian vision and values

#### BY SUPPORTING LOCAL PROCEDURES, THE OBJECTIVES OF THIS POLICY WILL BE TO:

- Adhere to the DfE guidance Charging for School Activities – meeting the requirements of sections 449-462 of the Education Act 1996  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

It is the policy of The Piggott School to apply charges for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

Optional extras are classed as:

- Activities that take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- Board and lodging for a pupil on any residential visit.
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Costs associated with individual tuition in the playing of an instrument whether in or out of school hours (**unless** it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).
- The cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours.
- Re-sits of prescribed public examinations where no further preparation has been provided by the school.
- The cost of replacement items incurred as a result of breakages, loss or damage, to books, equipment, or material other than normal wear and tear
- Where pupils indicate in advance that they wish to own the finished product of a practical activity, will ask parents to provide or pay for ingredients, materials, equipment etc. needed

whilst ensuring that no student is disadvantaged because of a parent's unwillingness or inability to contribute in this way.

## **Voluntary Contributions**

It is the policy of The Piggott School to ask for voluntary contributions for non-chargeable elements of residential trips, educational visits and field trips. In cases of family hardship parents may apply, in confidence, to the Executive Headteacher for financial support.

If sufficient voluntary contributions are not received, it is possible the activity will be cancelled.

At the Executive Headteacher's discretion The Piggott School will not charge disabled students attending school trips for additional essential facilities.

## **Remissions Policy**

Those parents in receipt of one or more of the credits below, may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity:

- 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 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

At the Executive Headteacher's discretion The Piggott School will consider remission of charges for pupils for whom we are in receipt of Pupil Premium.

Further remissions will be at the discretion of Executive Headteacher. Requests for financial assistance should be made in writing to the Executive Headteacher, upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place

- The Executive Headteacher may be able to agree flexible, extended payment terms
- The Executive Headteacher holds a small contingency fund to support requests for financial assistance. 'Essential' activities will take precedence over 'non-essential'
- All cases will be treated individually and in the strictest confidence.

The Governors delegate power to the Executive Headteacher to make reasonable final decisions in all cases above and may, at any time, refer cases to the Governors for advice.

**ASSOCIATED POLICIES:** EQUALITIES POLICY, BYOD