



## PINNACLE SCHOOLS FEDERATION CHARGING AND REMISSIONS POLICY

<b>Author/Person Responsible</b>	<i>Headteacher / SBM</i>
<b>Date of Ratification</b>	<i>25<sup>th</sup> November 2020</i>
<b>Ratification Group</b>	<i>Resources Committee</i>
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<b>Review Date</b>	<i>December 2021</i>

### Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>DOCUMENT:</b>	Charging & Remissions Policy	<b>DATE:</b>	09.11.20
<b>CARRIED OUT BY:</b>	Kate Bashford	<b>APPROVED BY:</b>	Mike Riches

#### Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)	No impact	
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)	No impact	
<b>Gender reassignment</b>	No impact	
<b>Marriage and civil partnership</b>	No impact	
<b>Pregnancy and maternity</b>	No impact	
<b>Race</b>	No impact	
<b>Religion and belief</b> (practices of worship, religious or cultural observance, including non-belief)	No impact	
<b>Gender identity</b>	No impact	
<b>Sexual orientation</b>	No impact	

Any adverse impacts are explored in a Full Impact Assessment.

## **Rationale**

No charge can be made for admitting pupils to voluntary controlled schools; the law states very clearly that education provided during normal school hours is to be free of any compulsory charge. The Federation warmly endorses that principle and is committed to upholding the requirement. This Policy is to clarify what activities can be charged for, when charges will be made and when charges may be reduced or waived for certain pupils.

## **Policy statement**

During the school day, all activities that are a necessary part of the National Curriculum or Religious Education will be provided free of charge. However, Voluntary contributions may be sought for some additional activities. These will be kept to a reasonable minimum. In circumstances where a charge is made, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

## **Optional activities outside of the school day**

The school may charge for optional, extra activities provided outside of the school day, for example Gym Club. Such activities are not part of the National Curriculum or Religious Education nor are they part of an examination syllabus.

## **Activities within the school day**

Transport to local free events may be provided from the school budget, however this may not always be possible and a contribution may be required or we may seek external funds.

## **Residential Visits**

Charges will be made for residential visits. Pupils whose parents are in receipt of free school meals will qualify for a reduced rate. As much notice as possible will be given for residential visits and parents will be given the option to pay in instalments if they wish.

## **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, fundraising and local charities.

Children in receipt of free school meals are eligible for a discounted rate when paying for school trips and visits. The amount payable will be made clear in the permission letter sent to parents.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **Music Tuition**

Music Tuition will be arranged between the parent / carer and Integra Music Hub. In cases of hardship the Headteacher will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

## **Remissions:**

Where the parents/carers of a pupil are in receipt of eligible benefits (as listed here: <https://find-information-for-adults-children-families.southglos.gov.uk/kb5/southglos/directory/advice.page?id=96T2gCAk10A#free>) or other circumstances – for example in the case of family hardship;

- a) the Headteacher will consider a remit in full or in part the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.
- b) The Headteacher will consider a remit in full or in part the cost of other activities.
- c) In cases of hardship the Headteacher will consider at their absolute discretion the remission of fees (in full or in part) for those pupils who they consider will benefit from such tuition.

When arranging a chargeable activity parents will be invited to apply to the Headteacher or School Business Manager, in confidence for the remission of charges.