



Charging and Remissions Policy

Version	Date	Actions taken	Committee Responsible
1	17.11.2015	Policy reviewed	Darren Coult
2	16.01.2017	Policy reviewed	Darren Coult
3	22.01.2020	Policy Reviewed	Management Committee
4	11.10.2021	Policy Reviewed	Full Governing Body
5	10.10.2022	Policy Accepted	Full Governing Body
6	16.10.2023	Policy ratified	Full Governing Body
7	07.10.2024	Policy ratified	Full Governing Body
8	14.07.25	Policy reviews accepted	Full Governing Body
9	13.07.2026	Policy ratified	Full Governing Body

1. Introduction

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.45 am to 3.15 pm at Queen Emma and 8.55 am to 3.30 pm at Queen Edith. Children in Reception at Queen Edith begin their school day at 9.00am.

We do not charge for education provided outside school hours, if it is part of the national curriculum, or part of a syllabus for a prescribed public exam that the pupil is being prepared for at school, or as part of religious education.

Sometimes an activity may happen partly during and partly outside school hours. If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. Time spent on travel only counts as being during school hours if the travel takes place during school hours.

We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition at the request of the pupil's parent.

2. Voluntary contributions

- 2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the Federation invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 If parents / carers are in receipt of the benefits **listed below** and are unable to make a voluntary contribution in part or in full, the school will contribute a voluntary contribution on their behalf. This voluntary contribution will be funded from the Pupil Premium budget, which part of the school's formula budget.

For pupils whose parents / carers are in receipt of:

- Income Support; or
- Income-based Job Seekers Allowance; or
- Income-related Employment and Support Allowance; or
- Support under part V1 of the Immigration and Asylum Act 1999; or
- The guaranteed element of Pension Credit
- Child Tax Credit (providing that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week.
- Universal Credit (with an annual take home pay of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).

Note:

- Families in receipt of Working Tax Credit **are not** eligible for Free School Meals and Pupil Premium.
- Those entitled to **Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, are entitled to Free School Meals.**
- The Pupil Premium will only be awarded to your school if you apply for Free School Meals, however, please note your child is not required to have the Free School Meals if they prefer not to.
- Children at a maintained Nursery must be attending both the morning and afternoon session on the same day to qualify. For more information on which Nurseries are maintained please contact the Education Welfare Benefits service.

We will inform parents/carers on low incomes and in receipt of the benefits listed above, of the support available to them when being asked for contributions towards the costs of Federation visits. Because of the sensitivity of such cases, staff will consult with the Executive Headteacher before finalising financial details. Parents are requested to contact their school to discuss their particular situation.

For families whose children are entitled to Free School Meals (benefit entitled) or where the school receives Pupil Premium Funding based on historical Free School Meal entitlement, voluntary contributions may be made. If families cannot meet this cost, then it will be met through the Pupil Premium funding. Children entitled to Free School Meals and/or Pupil Premium funding are also entitled to receive free school milk on a daily basis.

- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the school considers whether or not the Federation can meet the cost of the visit from another source. Parents have a right to know how each trip is funded. The Federation provides this information on request.
- 2.3 The following is a list of additional activities, organised by the Federation, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
 - sporting activities;
 - workshops;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - residential trips;
 - musical events.
- 2.4 Standard statement for letters where a voluntary contribution is requested:

Unfortunately the school does not have a fund to subsidise this visit. The 1988 Education Act states that for activities organised during the school day, the school can request a voluntary contribution from parents to cover the costs involved. If insufficient payments are made, the school may have to cancel the visit. Any contributions already received will then be refunded.

3. Residential Visits

- 3.1 If the Federation organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and travel expenses and entrance to venues.

For families whose children are entitled to Free School Meals (benefit entitled), or where the school receives Pupil Premium funding based on historical Free School Meal entitlement, a voluntary contribution may be made. However, if families cannot make a voluntary contribution the Pupil Premium funding will be accessed to cover these cost.

- 3.2 If a child needs to withdraw from the trip then the school will comply with the agreement established with the company for refunds, or with the School Travel Insurance Policy, if applicable.

4. Music tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small- group lessons are taught by peripatetic music teachers.
- 4.3 Families will need to ascertain the refund policy from the music teachers when committing to these lessons.

Charges may be made for teaching either an individual pupil, or groups of any size as long as they are pedagogically appropriate, to play a musical instrument. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil (s). Additionally, the school provides the following support for pupils in certain circumstances:

- 4.1 Children who are looked after by the Local Authority are entitled to support to enable music lessons and access to necessary resources (including loan of 'portable' instruments) for this lesson again at no charge, where these are available.
- 4.2 Children who are registered for free school meals (benefit entitled) are able to access up to 50% support for lessons and resources per term. Normally the level of remissions will be a proportion of the costs for these children with the parent responsible for any remaining costs. The governors will review the normal levels of remissions offered on a regular basis.
- 4.3 In other circumstances that might prevent a child from learning, the school may be able to assist but this will be at the sole discretion of the Governors and dependent on the financial support available for all activities. The school may support in partnership with a parent an application for financial support from the Music Education Hub in Cambridgeshire and can provide details of this and other available help on request.

5. Childcare

- 5.1 Childcare provided at Queen Edith both before and after school is organised by Cambridge Kids Club who should be contacted directly for their fees and Charging Policy. Childcare at Queen Emma is organised before and after school as well as during the school holidays by our Extended Care Team. Children aged two to the end of Year 1 are eligible for places (and for holiday club to the

end of Year 2). For the latest fees and written parental agreement please contact the nursery administrator on (01223) 714305. A before school club for children is also offered by Premier Sport at Queen Emma. Premier Sport should be contacted directly for their fees and Charging Policy.

- 5.2 Government funding delivers up to 30 hours a week of funded, high quality, childcare. These funded hours can be accessed free of charge and there will not be any mandatory charges in relation to the funded hours. Government funding does not cover the costs of meals, other consumables, additional hours, or additional services so parents can voluntarily choose to pay for these.
- 5.3 For parents who are entitled to EYPP, the school is mindful of additional charges on parents, particularly the most disadvantaged. We look to reasonable alternatives such as parents supplying their own hygiene products or subsidising the cost of these items as examples of this. Conversations are encouraged to talk with the school under such circumstances.
- 5.4 Fees are reviewed annually by the Resources Committee and parents will always be given at least a term notice of any increase.

6. Damage to property and breakages

- 6.1 We may seek to recover some or all of the costs incurred due to wilful damage or breakage of Federation property. This will be determined by the Executive Headteacher.
- 6.2 We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Executive Headteacher.

7. Equal Access

The Federation is keen to ensure that no family or child should feel disenfranchised because they are unable to meet the cost of any school activity. Parents will be informed in letters that that they may speak to the Executive Headteacher in confidence and the school may find ways to support families either through cost reductions, subsidies or staggered payment methods.