The Griffin Federation
Learning Together for Excellence

Charging For and Remissions Policy
September 2025

The Governors at The Griffin Federation believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

This policy identifies activities for which:

- charges will not be made.
- charges will be made
- charges may be waived

Voluntary Contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

In accordance with the Law:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- Tuition for pupils' learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours
    - if it is part of the National Curriculum, or
    - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
    - part of the school's basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transport provided in connection with an educational trip.

Charges will be made for

Hot school meals

A charge will be made for the purchase of a hot school meal. No administration is added for hot meals. Meals are ordered on a weekly or termly basis and paid directly to the school meal provider. There is a non-refund policy on this, e.g. if a child is ill and does not eat the meal, school is still charged and this charge is passed onto the parent. No charge is made to those families who are in receipt of benefits and are eligible for free school meals.

Activities outside school hours

Charges may be made for non-residential activities (other than those listed above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities

For residential trips deemed to take place during school time, no charges may be made for any part of the trip other than for the board and lodging costs of that trip. However, pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging costs in those circumstances.

For residential trips deemed to take place outside school time, charges may be made (other than for those activities listed above).

When any trip is arranged, parents will be notified of the policy for allocating places.

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

It is the policy of The Griffin Federation that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activity or thing which will or may be charged for	**Notes**
Charges may be made for any materials, books, instruments, or equipment, *where a parent wishes their child to own them;*	E.g. A clay model – a charge to cover the cost of the clay.
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils
'Optional Extras' i.e. activities outside school time not related to statutory duties	The charge will not exceed the actual cost
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost

Remissions

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made may be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived.

Families qualifying for remission or help with charges.

Criteria for qualification for remission are given below:

Parents in receipt of

- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income is not more than as assessed by the Inland Revenue.

Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall notify parents of visits, and their costs, in good time prior to the visit taking place so that parents can plan ahead
- We have established a system for parents to pay in instalments

This policy was ratified on: _____

Executive Head Teacher: _____

Chair of Governors: _____