



Charging and Remissions Policy

Statutory

Reviewed: June 2025

Next Review Date: June 2026

Role Responsible: Head of School

Vision

At Humberstone Infant and Junior Academies we offer a very rich and varied curriculum with children experiencing stimulating events, planned within each year group. During your child's education he/she will have the opportunity to go on school visits, to participate in theatre excursions, to learn from experts visiting the school and benefit from curriculum enrichment opportunities within the school. We believe that these activities are of great value to the children and are a vital part of their education and learning.

Aims

This policy has been written with reference to the Department for Education guidance: *Charging for School Activities*, May 2018.

Teaching and Learning

All activities that are a **necessary** part of the National Curriculum, including religious education will be provided **free of charge**. This includes materials, equipment, books and stationery.

Some activities **will incur charges**: these include:

- Breakfast club
- Some after-school clubs
- Transport outside of the school day
- Family learning days
- Residential visits (food and accommodation)
- Individual music tuition (arranged directly with the tutor)
- A small charge may also be made in connection with any Design and Technology project which a child completes and wishes to take home

For other activities, the school may request **voluntary contributions** from parents and carers. These may include:

- Transport and entry fees for a school trip
- Transport to swimming (Humberstone Junior Academy)
- Costs for visiting speakers/workshops within school
- Curriculum enrichment activities

The cost per pupil will be based on actual costs and the school does not make a profit. No child will be prevented from participating because his/her parents do not make a contribution. If insufficient contributions are raised, visits and events may be cancelled.

Education partly during the school day

If an activity occurs partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the larger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents will be told how the charges are calculated. Charges will only be made for activities which are not part of the National Curriculum.

School Meals

All children in the Infant Academy (F2 to Year 2) receive Universal Infant Free School Meals; there is no charge for school meals until children move into Year 3.

Parents/carers of children in the Junior Academy are charged for school meals, unless their child is receiving Free School Meals. The Junior Academy requests that meals are paid for in advance. A payment reminder is sent if a parent/carer account is in arrears.

There is a separate Debt Management policy for the management of school debt (including school meal debt).

Damaged or Lost Items

The school may charge parents/carers for the cost of replacing items broken, damaged or lost by their child.

Remissions

For parents whose children are in receipt of free school meals, or whose children are eligible for pupil premium funding, the school may (funding dependent) be able to subsidise the cost of:

- Residential visits
- School trips, visits and curriculum enrichment activities that occur within the school day
- Breakfast and after school clubs
- London theatre trip
- Family learning days

Residential visits

The costs of food and accommodation will be covered by the school for parents who can prove they are in receipt of the following benefits:

- Universal Credit in prescribed circumstances;
- 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 (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- The guarantee element of State Pension Credit;
- An income related employment and support allowance