



## Charging and Remission Policy 2023

### Sedgeberrow Church of England First School

**Ratified by the Governing Body in February 2023**

**Review date February 2024**

Our school vision underpins the Charging and Remission Policy. Our aim is that all children feel equally valued and are never disadvantaged due to financial restraints.

‘Our vision is to ensure that every child achieves happiness, emotional and physical wellbeing and the opportunities to develop an understanding of their own spirituality. Through this vision our children flourish with kindness as individuals and achieve their best. All children will grow a lifelong love of learning, a love for others and our world and a love for themselves.’

*‘Love each other as I have loved you’  
John 15 :12*

The Governors of Sedgeberrow Church of England First School are concerned that all pupils should be able to participate in curriculum activities regardless of their financial circumstances.

#### Background

The legal framework relating to charging, voluntary contributions and remissions is set out in sections 449 to 462 of the Education Act 1996. The basic principle governing the making of charges is that no charge shall be made for the provision of education to a registered pupil at a maintained school during school hours. There are, however, a number of circumstances in which charges may be made which are set out below.

#### Voluntary Contributions

The Governing Body may also request voluntary contributions “for the benefit of the school or any school activities.” Voluntary contributions will be sought to allow access for the children to activities/events that would provide extra enrichment to the curriculum, during school time, at an additional cost to the school.

Head Teacher: Mr Phil Croke

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Without such contributions, the school may not be able to afford to provide access to such activities/events. There is no obligation for any parent / guardian to make a contribution however if insufficient money is received for a particular activity then it may not be able to go ahead.

#### Residential activities

Parents are required to contribute towards the cost of accommodation and meals for residential activities organised by the school as part of the curriculum. School will also ask for voluntary contributions towards the cost of transport.

#### Swimming

No charge is made to parents for swimming instruction however school will ask for voluntary contributions towards the cost of transport and hire of the pool.

#### Tuition in the Playing of Musical Instruments

The Education Reform Act 1996 permits charging for the hire of a Musical Instrument and for tuition in playing an instrument. Since September 1994, charges have been implemented for both. At Sedgeberrow however we strongly believe that all children should be given the opportunity to experience learning an instrument and therefore we choose to provide instruments and tuition for all children in Year 4 and Year 5 free of charge.

#### Fruit

At Sedgeberrow we participate in the National School Fruit Scheme which means that all children aged 4 to 6 years are entitled to a piece of fruit at breaktime without charge. Older children may purchase a piece of fruit or a box of raisins from the healthy tuck shop at a charge of 10p.

#### Milk

The school operates the European community scheme where milk is provided at a subsidised rate. A letter is sent to parents at the beginning of each term to advise of these charges. In addition we operate the Department of Health scheme which provides free milk for under 5's. Milk is free for children entitled to Free School meals.

#### Free School Meals

Free school meals are only available to pupils whose parents are in receipt of one of the following:

- Department for Work and pensions Award of Income Support or Job Seekers Allowance (income based)
- Child tax Credit, but who are not entitled to a working Tax Credit and whose annual income (as assessed by the Inland revenue) does not exceed £16,190.

Children may also be eligible under the Immigration and Asylum Seekers Act 1999.

Application forms are available from the school office.



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### Uniform

A charge is made for recommended sweatshirts, jackets, book bags and PE bag the cost of which is included in the school prospectus.

### Applying for Remissions

Under normal circumstances charges and contributions will be remitted in accordance with the Local Authority's procedure for the award of Free School Meals as stated above. Additional and exceptional cases may also be considered on receipt of a detailed request.

Application for remissions should be made to the Head Teacher. These will be kept in the strictest confidence.

### Funding Remission

Funding to address remissions, granted by the Governing body, will be paid for by the school.

### Families on low incomes

Full charges for residential activities are not made for children whose parents net weekly income does not exceed a qualifying level as published in the LA admissions handbook. Parents should apply to the Headteacher.

## **APPLICATION FORM**

The School's Remissions Policy indicates that charges will be remitted in respect of children who qualify for free school meals, according to the LEA's criteria, which requires parents/carers to be in receipt of:

- a) Income Support, or
- b) Job Seekers Allowance – Income Based
- c) Support under part VI of the Immigration and Asylum Act 1999
- d) Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income, as assessed by HM Revenue & Customs that does not exceed £16,190
- e) Guarantee element of State Pension Credit

This criteria could be subject to change in the future.

Child's Name .....

Date of Trip .....



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Related Trip/Excursion  
.....

I request support towards the cost of the above mentioned trip. I enclose one of the following:-

1. A photocopy of the decision letter from the Benefits Agency, showing my entitlement to Income Support, Job Seeker's Allowance - Income Based. This must be dated within the last three months.
2. A photocopy of my HM Revenue & Customs Tax Credit Award (TC602) or Pension Credit Award Notice (M1000).

**What happens then?**

If you cannot provide us with either 1) or 2), take this form to the Benefits Agency or Job Centre, where an authorised officer should complete Section A below.

Signed ..... parent/guardian

Date .....

If none of the above applies but you feel unable to meet the full cost of this trip, please could you submit a detailed request in writing to the Head Teacher. She will need to discuss requests with a member of the governing body. Such requests will be treated individually and with the strictest confidence.

Please return this form to the Head Teacher at your earliest convenience.



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SECTION A (to be completed by the Benefits Agency/Job Centre, where no other proof is available)

I hereby certify that Mr/Mrs/Miss/Ms  
.....  
of  
.....  
.....  
is currently in receipt of Income Support/Job Seekers Allowance – Income Based.  
National Insurance Number .....  
Signature of Officer at Benefits Agency/Job Centre .....  
Date .....  
Official Stamp:



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