Villa Real School

together we achieve

Charging and Remissions Policy

2025

Reviewed by: Jill Bowe Date: October 2025

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 17.11.25

Date to be reviewed: October 2026

CHARGING AND REMISSIONS FOR SCHOOL ACTIVITIES POLICY

RATIONALE AND AIMS

The Education Act 1996 (sections 449-462), set out the law for charging for school activities in schools maintained by Local Authorities in England.

BROAD GUIDELINES

- No charges are made for activities during the School day, whether on or off the premises, directly related to the requirements of the Curriculum
- The School invites voluntary contributions in support of non-essential activities, which serve to enrich the Curriculum or operate as extracurricular activities (i.e. leisure pursuits) whether these take place inside or outside school hours. Only with such contributions can these aspects of the life of the School take place
- No pupil or student will ever be excluded from an activity due to a voluntary contribution not being paid however, if insufficient contributions received, the trip may be cancelled
- Pupils or students whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips, where the trip takes place wholly or mainly during school hours. The relevant support payments are:
    - Income support
    - Universal Credit **with an annual earnings threshold that does not exceed £7,400**
    - Income based Jobseeker's Allowance
    - Income-related Employment and Support Allowance
    - Support under part VI of the Immigration and Asylum Act 1999
    - 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
    - Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit
    - Guaranteed Element of State Pension Credit

Hydro Pool

The hydrotherapy pool is used by outside agencies during lunch and evening periods. The cost for this stands at £12 per client per session (term time). Permits and issuing letters are renewed/ reviewed on an annual basis.

EDUCATION OUTSIDE OF SCHOOL HOURS

- Parents/carers can only be charged for activities that happen outside school hours when these activities are not a necessary part of the Curriculum or Religious Education
- Charges may be made for other activities that happen outside school hours if parents/carers agree to pay. The Education Act 1996 describes activities, which can be charged for as 'optional extras'
- Sponsorship from other organisations may be sought and fundraising activities undertaken where possible to reduce the amount parents/carers are asked to contribute
- Letters to parents/carers are sent out from relevant staff regarding school trips/residential visits to which there is a cost, will contain the phrase 'parents/carers are asked to make a voluntary contribution of £….'
- Where families have difficulty meeting costs in connection with activities defined above they are encouraged to discuss their circumstances with the Headteacher
- A visit may be cancelled if there are insufficient funds for it to take place and any voluntary contributions will be refunded to parents/carers
- Keeping safe in out of school guidance has been updated in KCSIE 2024. School DSLs ensure that whether the arrangements with external organisation are TOCA's lease or hire arrangements that appropriate safeguarding arrangements are in place and that if any incidents occur on the school site or an allegation is made against an external organisation that the DSL for the school is notified immediately.