



**Sandwell Transition Education and
Partnership Service**

Charging and Remissions Policy

Policy Review

This policy will be reviewed in full by the Headteacher/ Centre Manager every three years.

Signature:

A handwritten signature in black ink, appearing to read 'H Kaur', written over a light grey rectangular background.

Date 02.02.2026

Harpreet Kaur

(Centre Manager)

SECTION 1 INTRODUCTION

The 1996 Education Act requires all schools to have a policy on charging and remissions for centre activities.

The Headteacher recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards child's learning/development. The Headteacher aims to promote and provide such activities both as part of a broad and balanced curriculum for the children at the centre and as additional optional activities. However, due to the limited funds in the STEPS budget and the nature of our vulnerable families, the Headteacher will try its best to provide experiences for our children that are free. The centre reserves the right to make a charge in the following circumstances for activities organised by the centre. The Headteacher will from time to time, review and amend the categories of activity for which a charge may be made. In the absence of the Headteacher these decisions will be made by the Centre Manager.

CHARGING AND REMISSIONS POLICY

Charging for Visits

(a) All Visits

The activity leader will always ensure that parents are notified as early as possible as to:

- whether there is a cost of a visit;
- the breakdown of the costs including any subsidies from the centre or LA funds (as in the case of field trips);
- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money children will reasonably need (especially important for trips which involve a residential element);
- use of any surplus funds, trips should not make a profit

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, insurance, etc.

(b) Educational Day Visit During Normal Centre Hours

In all schools, except Independent Schools, visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents who cannot or will not contribute) and therefore if insufficient voluntary contributions are not forthcoming the visit may have to be cancelled - parents must be notified of this contingency. Children whose parents/guardians do not contribute cannot be discriminated against.

The decision to offer to remit costs, as above, is subject to the parents of a pupil being in receipt of:

Eligible Benefits (these may change according to current government policy):

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Universal Credit
- 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 £14,155
- Guarantee State Pension.

Parental permission should be obtained in one of two ways:

i) Sample Parental Declaration. Parents sign a declaration which contains, e.g.

I understand:

- that current legislation permits the Centre to ask for voluntary contributions towards the costs involved;
- that no pupil will be discriminated against on the grounds of inability to pay;
- that if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled.

ii) Signed Slip received back from parents:

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

"All children will need to take a packed lunch with them. Children who receive free Centre meals will be provided with a packed lunch providing one is booked. As we are travelling by coach, a cost will be incurred. Current legislation permits us to ask only for voluntary contributions towards the costs involved. No pupil will be discriminated against on the grounds of inability to pay, but if sufficient money is not raised by voluntary contributions, then the visit will have to be cancelled. A contribution of £___ should be sufficient to ensure that the trip can proceed.

Applications for remission must be in writing to the Head Teacher"

(c) Residential Visits/Outside of Normal Centre Hours/Optional Extras

The Centre will charge parents for

- Board and lodgings on residential visits.
- Activities which take place wholly or mainly outside centre hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

The parents' agreement to meet the costs of a residential visit outside of normal centre hours will always be obtained in writing. The stated cost of an outside of normal centre hours/optional extra/residential visit must not include an element of subsidy for children whose families do not meet the full charge.

Parental permission should be obtained as follows:

i) Sample Parental Declaration. Parents sign a declaration which contains, e.g.

I understand:

- that current legislation permits the Centre to ask for the full cost of the visit;
- that current legislation does not require the Centre to arrange subsidies for the visit;
- that if insufficient numbers of children opt for the visit then the visit may have to be cancelled

SECTION 3 PUBLIC EXAMINATIONS

Children at the centre will not be entered for public examinations. The centre has no DfE number and is not an accredited examinations centre.

SECTION 4 INDIVIDUAL INSTRUMENTAL TUITION

Individual music tuition will not be provided at the centre as the children are only here for a short time. Every endeavour will be made for all music activities to be free of charge; however, in extreme cases there may be a need for a voluntary contribution. No child will be excluded, the centre has the right to request a contribution and parents should be aware that if insufficient numbers of children opt for the music activity then it may have to be cancelled.

SECTION 5 INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Headteacher reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'.

SECTION 6 VISITORS TO CENTRE/THEATRE GROUPS

The Headteacher reserves the right to charge for talks, lessons led by special visitors to centre e.g a museum, theatre groups, the Lecture.

SECTION 7 BROKEN EQUIPMENT (REPLACEMENT)

The Head Teacher may ask children and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the child's part. This does not in any way detract from the teaching staff's duty to brief children thoroughly and to manage a calm and safe working environment for the pupils.

Remission Policy

The Headteacher may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Head Teacher in consultation with the Chair of the Management Committee.

Children whose parents are in receipt of Income Support or Income-based Job Seekers Allowance may not be charged for residential board and lodging costs which arise from LA sponsored activities forming part of the curriculum (ERA Sections 110 and 106).

Any remission of charges to any pupil for "optional activities" which take place wholly or mainly outside centre hours will need to be determined by the Management Committee and met by the Centre.