



# CHARGING AND REMISSIONS POLICY (including Extended Services)

To be reviewed: **Annually**

Next review: **December 2026**

Date Approved by the Genesis Education Trust Board: **December 2025**

*\*Except in the case of dismissal the term 'Head Teacher' refers to the Executive Head and the Heads of School. The power to dismiss is vested in the Executive Head Teacher or Head Teachers of individual schools. Executive Head/ Head Teacher/Head of School/Associate Head (henceforth referred collectively as Head Teacher, unless specifically stated)*

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## **1 Introduction**

The Genesis Education Trust are Christian communities. We 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 minimize the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy has been implemented by the Local Authority's guidance on: *Developing a Charging Policy for Extended Services*.

### **1.1 Purpose**

The purpose of the policy is to ensure that there is clarity over those items/activities which the school will provide free of charge, those for which the school will make a charge, and those where charges may be waived.

### **1.2 Definition of the School Day**

School day commences as early as: 8.40am and as late as 3.30pm (excluding the midday break).

### **1.3 Responsibilities**

The head teacher will ensure that all staff are familiar with and correctly apply the policy.

The Trust will review the policy annually as part of the annual budget setting cycle.

## **2. Activities For Which No Charges Will Be Made**

During the school day all education or activities that are a necessary part of the National Curriculum or the school's curriculum for religious education will be provided free of charge. This includes the supply of any materials, books, instruments or other equipment, and transport to take pupils between the school and the activity.

Education provided outside of the school day will be provided free of charge if it is part of the National Curriculum, or part of the school's curriculum for religious education.

### **2.1 Swimming Lessons**

The school organise swimming lessons for each class at some point during their time at the school. These take place during the school day and are part of the National Curriculum. We therefore make no charge for this activity. We do, however, inform parents when these lessons are to take place.

## **3. Activities For Which Charges May Be Made**

### **3.1 Activities Outside School Hours**

Charges may be made for non-residential activities, which take place outside school hours, but only if most of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the journey itself occurs during school hours). When such activities are arranged parents will be told how the charges were calculated.

### 3.2 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 7 'Remissions' below) may not be charged for board and lodging costs in those circumstances. In such circumstances, the school may request financial support in meeting the actual cost per eligible pupil, from the Directors Donation fund, on behalf of those pupils whose parents are in receipt of such benefits. The granting of such support will be at the discretion of the Directors.

### 3.3 Music tuition

All children study music as part of the National Curriculum. We do not charge for this.

There will be a charge for individual or group music tuition, if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons for which we make a charge. We give parents of eligible children information about additional music tuition and its associated costs at the start of each school year.

## 4 Extended Services at the School

### 4.1 Breakfast and After School Clubs

The school runs breakfast and after school clubs of which there is a charge. The school also offers several activity clubs before or after school, which for some there is a small charge. Some are run by external members and some by internal staff. The schools will supply on request details of the after-school clubs currently taking place.

## ● 5. Charging Levels

Where charges apply, these will be levied as appropriate to fully cover the costs on a non-profit making basis.

## 6. Remissions

To remove financial barriers from disadvantaged pupils, the Trust has agreed that some activities and visits where charges can be made will be offered at no charge or a reduced charge to parents in particular circumstances. For the purpose of applying this remissions policy, these circumstances are deemed to apply for any parent who is deemed to be in receipt of an 'eligible benefit'. A parent will be deemed to be in receipt of an eligible benefit if they receive one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Section 12 (definition of the Asylum and Human Rights Claim) of the Immigration, Asylum and Nationality Act 2006
- Child tax credit, provided that working tax credit is not received. *Please go to the website <https://www.gov.uk/child-tax-credit/what-youll-get> for an up to date guide of information relating to what you could be entitled to.*
- The guaranteed element of state pension credit
- Universal credit in prescribed circumstances

## 7. Additional Considerations

The Trust recognise their responsibility to ensure that the offer of activities and educational visits do not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits, giving parents as much notice as possible.
- We shall establish a system for parents to pay in installments where this is more convenient for them.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by installments beyond the date of the trip.
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid this method of selection where possible.

#### **8. Monitoring and Review**

The Trust recognises their responsibility, and this Policy will be reviewed annually.