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**PEASLAKE FREE SCHOOL  
POLICY DOCUMENT**

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**POLICY NO: 20**

**REMISSIONS POLICY**

**Rationale**

Peaslake Free School is committed to providing free education to the children who attend the school. The School also recognises the contribution that the wide range of additional activities, including trips, clubs and other experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the children and as additional optional activities. We believe that all of our pupils should have an equal opportunity to benefit from school activities and visits, (both curricular and extra-curricular), regardless of their parents/carers' financial means.

**Aim**

The aim of this policy is to describe how we will endeavour to ensure that a good range of activities is offered and, at the same time, try to minimise the financial barriers, which may prevent some children taking full advantage of the opportunities. We also wish to be transparent as to which kinds of activities will require some financial contribution.

**Activities for which no charge will be made**

The Headteacher, staff and Governors will ensure that no charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided on any trip that takes place during school hours if it is part of the National Curriculum or part of the school's basic curriculum;
- Tuition for pupils learning to participate (via instruments or singing) in school entertainments or productions (if the tuition is required as part of the National Curriculum);
- Sports provision within the curriculum of the school (including swimming);
- Supply teachers to provide cover for those teachers accompanying pupils on a trip;

**Activities for which charges will be made**

Reasonable charges will be made for:

- Breakfast club provision for children who are present in school before school opening time
- After-school clubs which operate outside the regular curriculum for the school (including sports);
- Other activities outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (including travel);
- Residential activities outside school hours (board, lodging and tuition costs);
- Music or singing tuition for individuals or groups of children not related to a school performance.

**Support for families for remission or help with charges**

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In order to remove financial barriers from disadvantaged pupils, the Governing body has agreed that some activities and visits where charges can be made, will be offered at no charge, or a reduced charge, to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived or reduced. Criteria for remission are outlined below:

Parents/carers in receipt of:

- 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 HMRC) does not exceed the sum outlined in the HMRC rules;
- Guaranteed State Pension

The same position will apply to children for whom the school receives a Pupil Premium.

The Governors also have the discretion to waive the charges in the event of other individual circumstances as they see fit.

Any parent wishing to be considered for such support should write to the Headteacher laying out the basis for consideration.

The funding of any subsidies provided will come from the operating budget of the Peaslake Free School, or in the event of a deficit position, the Peaslake Schools Trust.

#### **Arrangements for monitoring and evaluation**

The Finance, Audit and Estate Committee of the Governing body will monitor the impact of this policy.

**Approved by Governors: November 2022**

**Date to be Reviewed: November 2023**