

Remissions Policy

Our vision: Templars, a place where everyone belongs. A place where everyone is proud to belong. A school where everyone is welcomed, feels safe and strives to achieve their full potential.


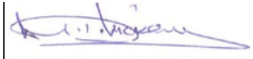
Our mission: Every child, Every day, Every chance.

Our values: Care, Respect and Honesty.

Document Control

<u>Item</u>	<u>Detail</u>
Policy Author	Helen Benarous/Headteacher
Policy Owner	Headteacher
Approval	Governing Board
Date Ratified	Summer 2026
Review Cycle	Annually
Next Review Due	Summer 2027 (or sooner if statutory guidance)

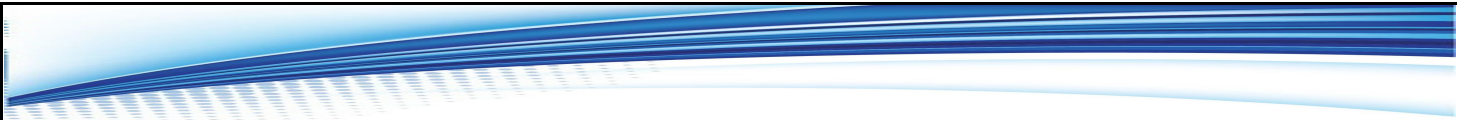
Signatures

<u>Role</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Headteacher	Helen Benarous		21.04.2026
Chair of Governors	Martin Vickery		21.04.2026

Distribution

- Available from the school office on request
- Shared with staff on Sharepoint

Safeguarding:



At Templars Primary School, safeguarding and child protection is paramount and we are fully committed to ensuring the welfare and safety of all our children. We believe that safeguarding is the responsibility of all the adults in the school community. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse including bullying. All school staff are vigilant for signs of any pupil in distress and are confident about applying the processes to avert and alleviate any such problems. If any behaviour is a concern in relation to safeguarding Templars Primary School procedures and processes will be followed at all times in accordance with the Child Protection Policy. Any concerns will be referred to the Designated Safeguarding team, these people are identified on the noticeboard in the staffroom and on the website.

Purpose and background

Templars Primary School wishes to make a wide range of activities accessible to as many pupils as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the school budget. It also defines other circumstances when the school may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

Policy objectives

Voluntary Contributions - Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions.

Remissions – The Head Teacher will meet with parents of children eligible to remission to arrange an agreement between the parent and the school. The contribution requested from parents will be mutually agreed by both the Parent and the Head Teacher. However, no pupil shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute.

In the case of particular need, remission outside these parameters will be at the absolute discretion of the Head Teacher.

Liability for personal property. The school does not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Head Teacher.

- A. Activities which are AN ESSENTIAL PART of the national curriculum, religious education.

Charging

It is not normally possible to charge for these activities.

Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the pupil's participation. If the cost of the chargeable element of an activity is expected to exceed the sum of the charges received then the organiser should ensure funds to balance are available by reference to the Head Teacher. The school may make a charge where the law permits it: For example:

- 1 the cost of board and lodging for all residential activities [subject to full remission being given those pupils whose parents are receiving Universal Credit (UC) which replaces - Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or income-based Jobseekers' Allowance],

- 2 any charges levied by the LA for services that it provides whilst applying the remission arrangements that the Authority considers appropriate,

materials used in the production of an article where the pupil's parent has indicated in advance that he/she wishes the article to be owned by the pupil, (NB where a parent declines to offer to pay for materials used in the production of an article where otherwise it would be expected that the pupil's parent would have indicated in advance that he/she wishes the article to be owned by the pupil then the pupil shall undertake the exercise but not be allowed possession of the article on completion),

Voluntary contributions

These may be asked for, but this must be done in line with the stated objectives of this policy. Organisers of activities may ask for voluntary contributions to cover the costs of:

- travel
- materials, books and equipment
- teaching costs including supply cover
- associated administrative and support staff costs
- tickets and entrance fees.

The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, with an allowance for a contingency.

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that:

- there is no obligation to make a contribution,
- no pupil will be treated differently or not allowed to participate according to whether a contribution has been made,
- it may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

B – activities available to our pupils that take place outside, or mainly outside school hours that are NOT AN ESSENTIAL PART of the national curriculum, religious education ('extra-curricular activities')

Charging

A charge may be levied in order to support the wide range of additional extra-curricular activities arranged by the school. The organisers of activities will normally determine a charge to cover the costs of:

- travel, board and lodging
- materials, books and equipment
- teaching costs including supply cover
- associated administrative and support staff costs
- tickets and entrance fees.

For an extra-curricular activity the charge should be set to cover the direct cost per pupil, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure.

When writing to parents the benefit and aims of the activity must be described along with any risks associated.