

FOREST FEDERATION  
CHARGES AND REMISSIONS POLICY  
SEPTEMBER 2023

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DUE FOR RENEWAL SEPTEMBER 2025

### **Forest Federation Aims and Philosophy**

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs, onsite visits and residential experiences, can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the schools and as additional optional activities.

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'/carers' financial means. This 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 minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **Voluntary Contributions towards Trips and Experiences**

While this policy relates to the imposition of direct financial charges on trips and activities, it should be noted that (throughout the year) a number of trips and experiences will be organised on the basis that a voluntary contribution is made by parent/carers. Families will be made aware that contributions are entirely voluntary and also that, where these are insufficient, trips and experiences will not take place. This is likely to include off-site trips that link to the curriculum and on-site experiences where experts/a production team are invited in. **Trips will be cancelled if we are unable to fund at least 90% of the cost through voluntary contributions**

### **Roles and responsibilities of Headteacher, other staff, governors**

The Headteacher, staff and governors will ensure that the following applies:

#### **1. No charges will be made for**

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip (e.g. swimming).

#### **2. Activities for which charges may be made**

##### a) Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

When any trip is arranged parents/carers will be notified of the policy for allocating places.

c) Music tuition

Music tuition for individuals or groups of up to four pupils.

### **3. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally 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 reduced or waived. Criteria for qualification for remission are for families in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules, currently £16,190
- Working Tax credit run-on (paid for 4 weeks after parent stops receiving Working Tax Credit)
- Universal Credit (provided parent has an annual net earned income of no more than £7,400)
- Guaranteed State Pension

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

Identified members of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.