

Charging and remissions policy

Every Child Matters

Educating children and ensuring that they grow up to lead safe, happy, healthy and successful lives is at the heart of what we do.

As a school, we place great emphasis on the outcomes of Every Child Matters by targeting support through extended services, multi - agency working and by building effective relationships between school, parents, children, young people and the community.

Purpose

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 minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Policy

1. No charges will be made for

- 1.1. education provided during school hours (including the supply of any materials, books, instruments or other equipment) except where parents have indicated in advance their wish to own the product e.g. the cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects such as DT, Science, Art/Craft where the children will take items home.
- 1.2. education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- 1.3. tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 1.4. education provided on any trip that takes place during school hours
- 1.5. education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- 1.6. supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

- 1.7. transport provided in connection with an educational trip.

However, nothing in this policy precludes:

- *inviting parents to make a Voluntary Contribution towards the cost of activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions; and*
- *the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.*

2. Activities for which charges may be made

2.1. 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).

2.2. Residential activities:

Board and lodging costs (but only those costs) of residential trips deemed to take place:

2.2.1. during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

2.2.2. outside school time (other than for those activities listed in 1 above).

Is a residential trip in or out of school time?

[If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.]

2.3. Music tuition:

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

2.4. May charge for activities (optional extras), which happen outside School hours when these activities are not necessary part of the National Curriculum.

2.5 Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

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 may, at the discretion of the head teacher, be offered at no charge or a reduced charge to parents in particular circumstances.

Charges may be waived for Parents 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension
- Employment and support Allowance (income related)

Additional categories of parents may claim help with some costs in some circumstances at the discretion of the head teacher.

4. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does 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 (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments 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 that method of selection
- refunds may be given at the discretion of the head teacher.

* The Governors will review the lettings charges levied by the school on an annual basis.

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Date of next Review October 2013