



Charging and Remission Policy

Adopted: April 2016

Review Date: April 2017

Chair of Governors:

Headteacher:

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs 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 school 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.

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 or other equipment)
 - education provided outside school hours if it is part of the National Curriculum
 - whole class tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- NB: A voluntary contribution is requested to support the delivery of swimming in Year 3/4. The school subsidises this activity and pays 50% of the cost per child.

2. Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

3. 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 of residential trips deemed to take place during school time.

Instruction/ Tuition/ Opportunities that are not deemed essential to deliver the curriculum but enhance children's learning and experiences.

However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged the full amount 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 requested by parents

d) Breakfast Club and After School Club child care

NB If a child is late being collected at the end of the school day a place will be provided in after school club and parents will be charged accordingly.

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 waived or reduced.

Criteria for qualification for remission are given 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Disability working allowance
- Guaranteed State Pension Arrangements

The governing body will monitor and review this policy.