



Striving together for excellence and enjoyment'

**Charging and Remissions
Policy**

Policy updated: May 2019
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Signed (Headteacher)

Signed (Chair of Governors)

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1. Aims

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.

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

2. 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 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 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.

3. Activities for which charges may be made

- Education provided outside of school time that is not part of the National Curriculum or the curriculum for religious education:
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Vocal or instrumental tuition provided either individually or to groups of pupils provided that the tuition is provided at the request of the pupil's parent.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the activity divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an activity which is to be charged for.

4. 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
- Guaranteed State Pension
- Pupil Premium entitlement

5. Voluntary Contributions

A school governing body can ask for voluntary contributions for the benefit of the school or any school activity. The governing body or head teacher should make it clear to parents at the outset that the activity cannot be funded without voluntary contributions. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

6. Arrangements for monitoring and evaluation

The Resources Committee 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.

This policy will be reviewed every 3 years by the Resources Committee. Any amendments will be presented at a meeting of the full governing board.

This policy is based on The Key model policy