



Creating a chance to SHINE everyday

## Charging and Remission Policy

This policy was ratified: 2018

And will be reviewed: 2020

Signed by Headteacher: Samantha Welsby

Signed by Chair: Dave McWhirter

This is a statutory policy required by law.

DfE Guidance: Charging for school activities, October 2014 Ref: DFE-00244-2013

### Introduction

The Governing Body recognises the valuable contribution of providing a wide range of activities to enrich and extend pupils' learning and to contribute to their personal development. The school aims to promote and provide such experiences for the pupils of the schools, both as part of a broad and balanced curriculum and as additional optional activities. The governors believe that all pupils are entitled to equal participation in school life and that social background and affluence should not be a barrier to this.

All education during school hours is free. The school does not charge for any activity undertaken as part of the National Curriculum with the exception of transport to swimming lessons.

Activities in our school for registered pupils will be free of charge if the activities take place during school hours, with the exception of school trips, swimming, the purchase of instrumental lessons, where contributions will be requested. However, there is no obligation to contribute and no pupil will be omitted from the activity, but it will be necessary to have substantial voluntary contributions in order that the activity takes place. The governors may at any time review this policy in view of other activities.

### Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school asks parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children

whose parents have not paid any contribution. We do not treat these children differently from any others.

Teachers will always make any costs clear to parents in any correspondence. They will show how the 'voluntary contribution' has been arrived at, and whether there have been any subsidies from another sources, for example the parents associations.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we will make every effort to allow the child to participate fully in the trip or activity. In cases of hardship the school may pay additional costs in order to support the visit. In specified circumstances the school is, with parental permission, willing to approach outside agencies e.g. parish fund/ local charities for financial support. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums, exhibitions or places of importance;
- Experts visiting school for theme days;
- Sporting activities and events;
- Outdoor adventure activities;
- Visits to the theatre or cinema;
- Music tuition
- Cooking;
- Design Technology products.
- Residential Visits

If the school organises a residential visit a charge is made for the accommodation and transport.

### Swimming

Where the school organises swimming lessons there is a charge as without it costs would be prohibitive. The National Curriculum requires pupils to achieve 25 metres in distance by the end of Key Stage 2.

### Before and After School Clubs

The school aims to offer after school clubs in a variety of areas, from sport to art and craft. Many clubs run by teaching staff will be free of charge; the exception being when certain materials or ingredients are required, for which there is a small charge.

Where clubs are run by outside providers the charges are agreed with the Head in order to ensure that any charges are affordable.

### Lost school equipment/Books

The school reserves the right to charge a nominal fee to replace lost equipment, reading books or library books.

### Damages to school property

Parents and carers will be charged for any non-accidental damage caused as a result of a pupil's behaviour.

### Remissions

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 the Head will consider a reduction in charges. 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

In addition, children eligible for the Pupil Premium payment may receive swimming transport, after school clubs or the residential trip at reduced costs. This is at the discretion of the Head.

### Monitoring and Review

The policy will be updated when new DfE guidance is published. A formal review will take place every 2 years.