



Charges and Remissions Policy

Date Agreed	Approved by	Review Date
Summer 2016	Resources Committee	Summer 2017

Status

Statutory

Purpose

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 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.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following will apply:

Education

Education provided wholly or mainly during school hours must be free of charge. However, the school may charge for activities outside of school hours where these are not necessarily part of the national curriculum

Instrumental Music Lessons

A charge is permitted for teaching an individual pupil or groups of appropriate size to play a musical instrument, unless the tuition forms part of the national curriculum.

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school cannot charge for the educational or travel elements, but can request a voluntary contribution.

Where the trip takes place wholly, or mainly during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

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

The Headteacher will advise all parents of the right to claim free activities if they are receiving these benefits.

Voluntary Contributions

The Headteacher may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours;
- School equipment;
- School funds generally.

Generally, activities inviting voluntary contributions are:

- Swimming lessons;
- School trips and related insurance;
- Some visits by theatre companies/ musicians/ authors;
- Cooking and craft (where children will be keeping completed work);
- Loss or damage of school equipment.

This contribution must be genuinely voluntary and the parents of children who are unwilling or unable to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up any shortfall, **then the activity will be cancelled**,

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on a termly 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.