

ST LAWRENCE C E PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

Date of Policy: June 2018

Date of Policy Review: June 2019

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

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' 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 policy identifies activities for which:

- **voluntary contributions may be requested**
- **charges will be made**
- **charges will not be made**
- **charges may be waived**

1. Voluntary contributions

Separately from the matter of charging, we may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay, his/her child will still be given an equal chance to go on the visit or undertake the activity.

2. No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education;
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of religious education;
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours
 - a) if it is part of the National Curriculum, or
 - b) part of the school's basic 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 visit.
- As explained at item 1, voluntary contribution may be requested to help the school pay for activities and trips.

3. Charges may be made for

- **Activities outside school hours**

Non-residential activities (other than those listed in Section 3 above) which take place outside school hours (e.g. clubs), 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).

- **Residential visits during school hours**

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see "Remissions" below) will be exempt from paying the cost of board and lodging.

Residential trips deemed to take place outside school time (other than for those activities listed in 3 above) e.g. materials, books, instruments, equipment, tuition, entrance fees, insurance.

- **Music tuition**

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

N.B. When any trip is arranged, parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

4. Optional Extras

Charges may be made for optional activities that are known as 'Optional Extras'. Any charges made will not exceed the actual cost (per pupil) of provision.

It is our policy that charges may be made as indicated below. Parental agreement will be obtained before a charge is made.

Optional Extra	Example	Remitted or help available
Charges may be made for any materials, books, instruments, or equipment, <i>where a parent wishes his/her child to own them and take them home to keep</i>	An electrical circuit made in Science. A charge could be made for the bulb, battery, wires and switch.	
Charges will be made for Musical instrument tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or appropriate groups pupils and not part of the Music curriculum	The Jon Hayward Trust
Charges will be made for music grade exam fees and related music sheets	The charge will not exceed the actual cost	
Parents' will be charged for the cost of replacing lost or damaged school property caused wilfully or negligently by their children	The charge will not exceed the replacement cost	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below) If two children are in the same year group, a remission of 10% will be applied to the full cost of the visit

5. Remissions

In order to remove financial barriers from 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 in particular circumstances. This part of the policy sets out the circumstances in which such charges will be waived.

6. Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

- Parents in receipt of:
- Income Support;
 - Income-based Jobseekers Allowance;
 - Income related employment and support 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 £16,190.
 - Guaranteed State Pension Credit
 - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit

NB. The school may choose to give assistance to those in receipt of pupil premium funding. This will be determined on a case by case basis.

7. 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:

- Give as much notice as possible of all visits/activities
- 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.

Policy Agreed by the Finance Committee on 7th June 2018

Signed Chair of Governing Body

Review Date May 2019