

# Barham Church of England Primary School



## Charging and Remissions Policy

<b>First approved</b>	<b>September 2016</b>
<b>Reviewed</b>	<b>September 2017</b>
<b>Review frequency</b>	<b>Annually</b>
<b>Review body</b>	<b>Finance Personnel &amp; Premises</b>

<b>Next Review due</b>	<b>September 2018</b>
<b>Signed by Chair</b>	

## Charging and Remissions Policy

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.

This policy informs staff and parents about charging for school activities. It conforms to the requirements of the Education Reform Act 1996.

### **Status**

Statutory

### **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 instruments or other equipment)
- tuition for pupils learning to play musical instruments (or singing) 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 National Curriculum or 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

#### **2. Voluntary contributions**

We do not charge for the majority of our school time activities, but we do invite parents to make a voluntary contribution in order to assist with the cost. If a particular activity cannot take place without some help from parents this is explained to them during the planning stage. The essential point is that no pupil will be left out of an activity (not including residential trips) because his/her parents cannot or will not make a contribution of any kind. It will be stated that the activity will be cancelled if insufficient contributions are raised to fund a trip. Parents may be asked to contribute towards part of the cost at the time of the visit or activity, and the rest may be met from the proceeds of PTA fundraising.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. Any child who is in receipt of Pupil Premium funding may be able to receive support for any of the activities and should discuss this with the school at the earliest opportunity:

- **Residential Trips**

The board and lodging element of approved residential activities deemed to take place in school hours. Costs for a residential visit can include elements for: travel, board and lodging, materials, books, instruments, equipment, tuition, entrance fees and insurance.

- **Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

- **Individual Instrumental Tuition**

The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision. This is either for an individual pupil or a group of an appropriate size to play a musical instrument or sing and is not part of the National Curriculum.

- **Swimming**

A voluntary contribution is requested to meet the costs of the swimming offsite and cost of transport to the pool. The amount requested will be adjusted annually in line with actual costs.

### **3. 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 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

**Arrangements for monitoring and evaluation**

The Finance 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.

**Date for Review:** September 2018