



# Charging & Remissions Policy

Signed: Sharon Nour

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Agreed by Governors:

Date:

Review date:

## **Charging policy for school activities**

As a small school, there isn't an unlimited budget to pay for activities which take place outside of the normal learning activities provided within the school day. Parents/carers will be asked to make a voluntary contribution towards the cost of educational visits, buses to get to events which have been subsidised by the school and residential. Parental permission to take part in an activity will be sought. However, we try to ensure that costs are kept to a minimum and that payments for big events is over a long stretch of time to help with home budgeting.

Educational visits are a vital part of the curriculum. (Non-participating in these visits is activity discouraged as vital learning opportunities will be missed.) Visits are intended to be inspiring and supportive of wider learning.

If your family is entitled to help through the disadvantage fund (formally Free School Meals) there is most likely support available. The protocol for support is available on the school website on the page~ Pupil Premium.

We recognise the valuable contribution that the wide range of additional activities, including educational visits, 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 minimize the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **Roles and responsibilities of head teacher, other staff, governors**

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

#### **No charges will be made for**

Education provided during school hours within the school environment (including the supply of any materials, books, instruments or other equipment)

- any equipment needed for these lessons will be provided by the school. (please see 2 Equipment for exceptions to this)
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum and is undertaken within school time
- general materials used in Art/Craft and DT lessons.
- Travel to after school sports matches

#### **Activities for which charges may be made**

Activities outside school hours

- Non-residential activities which take place outside school hours, 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).

- If the activity is run by someone outside of the school staff, the costs will be paid directly to the provider before the activity block starts e.g. ½ term in advance. The costs will be agreed in advance e.g. film club, sports club.
- If the activity is run by a member of staff, a charge will be made to cover costs of any equipment needed. The cost of the activity will be paid directly to the school before the activity block starts e.g. ½ term in advance.

For any reason is children miss time from activities, there will be no refunds as the activity will run with or without the child attending, with costs being incurred to run the activity.

#### Residential activities

- Board and lodging costs of residential trips. Where pupils whose parents/carers are in receipt of certain benefits (see point 3 below), the school will endeavor to help towards the costs that may be charged for board and lodging.
- All costs for activities which take place during a residential activity will be charged for all children attending.

If for any reason a child does not attend the residential after the parent/carer signing to say he or she will be attending, or is not able to take part in all of the activities and returns early, there will be no refunds and all monies for the whole event must still be paid, as the activity will run with or without the child attending and will have been paid for in advance by the school.

#### Music tuition – for individuals or groups of up to four pupils

- For music tuition which is undertaken outside of the class lessons, the parents/carers will pay for these lessons.
- For music lessons run by the schools music service, the school will collect the money for the service. The cost of the activity will be paid directly to the school before the activity block starts e.g. ½ term in advance. If instruments are required then parents/carer will need to provide instruments by either hiring or buying an instrument. For individual music lessons run by outside providers, the parents will pay directly to the outside provider before the activity block starts e.g. ½ term in advance.

#### Equipment

If a child intentionally breaks equipment:

- parents will be required to make a contribution towards the costs of replacement
- pay for any equipment that exceeds what would normally be used within a lesson e.g. intentionally breaking reeds being used for learning a musical instrument.

#### Educational visits

- Voluntary contributions will be required towards the entrance and travel expenses for school day educational visits. If there are not enough voluntary contributions forthcoming, the visit may not take place.
- For any reason a child does not attend the educational visit after the parent/carer signed to say he or she will be attending, or is not able to take part in all of the activities and returns early, there will be no refunds, as the activity will run with or without the child attending and will have been paid for by the school.

Other

- Cost of items of voluntary school uniform, water bottles brought from School Fund account for resale.

### **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 educational visits where charges can legally be made will be offered at a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. 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 subsidized remission is the child is entitled to receive a statutory free school meal because the parents/carers are 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

### **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. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.