



Purpose:

We believe that: All our pupils should have equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

What was consulted?

This policy has been informed by A Guide to the Law for School Governors and the DCSF guidance "planning and Funding extended schools" and "charging for school activities" (January 2009)

Relationships to other school policies

This policy complements the schools equality policy, curriculum policy, educational visits policy and the teaching and learning policy.

Roles and responsibilities of Head Teacher, other staff and governors

The head teacher, 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.
 - Education provided outside school hours if it is part of the National Curriculum, or part of the schools 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
 - Education provided on any trip that takes place during school hours
 - Education provided on any trip that take place outside school hours if it is part of the National Curriculum or part of the schools basic curriculum for religious education.
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

2. Activities for which charges may be made
 - a) Activities outside school hours
Non- residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of 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.

 - b) Residential activities
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 may not be charged for board and lodging costs.

 - c) Music tuition
Music tuition for individuals or groups of up to four pupils.

 - d) Voluntary payments

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Voluntary payments will be sought for activities such as day trips. However, payment will be genuinely voluntary and children shall not be excluded because their parents do not pay.

Where necessary voluntary contributions shall be calculated to include subsidies for low income families and travel by accompanying teachers. Where an activity is proposed, it shall be offered to a distinct group such as a class or year group not only those showing a willingness to pay.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

3. Reimbursements for absences

In the event of absences due to illness or other family circumstances, we will endeavour to reimburse the cost of the trip. In the case of the residential trip, the deposit is non refundable, but we will reimburse the cost the trip in exceptional circumstances.

4. Families qualifying for remission or help with charges.

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed to address each request for help with charges on an individual basis and actively seek additional help with costs.

This may be in the form of subsidiary grants from extended schools funding.

Criteria for qualification for remission are given below:

Parents 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

Additional categories of may claim help with some costs in some circumstances.

5. Additional Considerations.

The Governing body recognises its responsibility to ensure that the offer of activities and educational visit does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines.

- All trips will be published at least one month in advance
- 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.

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Arrangements for monitoring and evaluation

The management 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.

Policy Agreed by staff:	
Policy Agreed by Governors:	November 15
Last Review Date:	November 15
Next Review date:	November 17
Signed:	