



St Peter's Church of England (Aided) Primary School Charging and Remissions Policy

The Governing Body of St Peter's Church of England (Aided) Primary School adopted this policy on 7th November 2018.

Signed: _____ (Chair of Committee)

Signed: _____ (Head Teacher)

Review every 3 years

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits 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 is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Main outcome: Enjoy and achieve

What was consulted?

The policy has been informed by Sections 449-462 of the Education Act 1996 and section 7.5 of the Governors Handbook.

Relationship to other school policies

The policy complements the school's single equality policy, curriculum policies, educational visits policy and the teaching and learning policy.

Roles and responsibilities of Head Teacher, other staff, 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
- education provided outside school hours if **it is part of the National Curriculum**, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- entry for a prescribed public examination, if the pupil has been prepared for it at the school*
- examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school
- the education element 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 the National Curriculum**, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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
- transport provided in connection with an educational trip on which children are required to go.

** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.*

2. Activities for which charges may be made

Activities within school hours

Optional extra activities which may enhance pupil's learning but which is not necessary to it.

- Activities outside school hours

Optional extra activities which may enhance pupil's learning but which is not necessary to it.

- Residential activities

Board and lodging costs of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged the full cost for board and lodgings.

When any trip is arranged parents will be notified of the policy for allocating places.

- Music tuition

Music tuition for individuals or groups taken as optional extras in addition to those required by all children.

Parental agreement will be obtained before a charge is made.

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

See table of examples below:

Activity or thing which will or may be charged for.	Notes	Remitted or help available.
Charges will be made for equipment damaged or lost without good reason	For example: A lost library book.	None
Charges will/may be made for any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i>	For example, a clay model – a charge to cover the cost of the clay.	Children may take part in the activity but will not take the finished product home.
Charges will/may be made for music 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 groups of up to four pupils	Permission for category A (see below)
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)
Transport Costs	The cost, or a proportion of the cost of transport for a trip that is an optional extra.	Remission for category A (see below)

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 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 remission are given below.

Category A

Parents in receipt of

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Employment and Support Allowance (Income Based)
- Child Tax Credit, provided the annual taxable income, as assessed by the Inland Revenue is not in excess of £16,040. Families who also receive an award of Working Tax Credit **do not** qualify to claim for free school meals
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Children who receive Income Support (IS) or Income Based Jobseekers Allowance in their own right are also entitled to receive free school meals

4. 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:

- where possible we shall publish details (and their approximate cost) a 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 - see registrar for detailed arrangements.
- 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.

5. Voluntary Contributions

The governing body reserves the right to ask for voluntary contributions for the benefit of the school or any school activities. In doing so:

- If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset that without sufficient contributions the activity will be cancelled.
- When making requests, the school will ensure that parents are not made to feel pressurised into paying as it is a voluntary not compulsory contribution.