

Charging and Remissions Policy

Date: December 2020

Signed Chair:

Print Name: Counsellor Nelson

Review: December 2021

Charging and Remissions Policy

Purpose

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 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.

What was consulted?

The 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).

Relationship to other school policies

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

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)
- education provided outside school hours if it is part of the National Curriculum, or part of the school's basic curriculum for religious education
- 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 the National Curriculum, or part of the school's basic curriculum for religious education
- transport provided in connection with an educational trip

2. Activities for which charges may be made

- 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 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 activities
- Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).
- Is a residential trip in or out of school time?
- If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day. When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition
- Music tuition for individuals or groups of up to four pupils.
- Voluntary Payments
- 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.
- Charges will be made as indicated below. 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. We also have the right to inform parents and carers that if enough voluntary contributions are not received then we can cancel the trip.

3. Additional considerations

The executive 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:

- All trips will be published at least 2 weeks 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.

Arrangements for monitoring and evaluation

The governing body will monitor the impact of this policy by receiving on an annual 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.