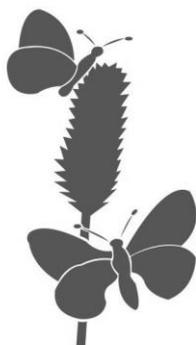


# Southill Primary School



## Charging and Remission Policy

Adopted by Governors: June 2018  
Date for review: June 2020

### **Charging and Remission Policy**

This school and will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation. This policy will be subject to an Impact Assessment which will be integral to all reviews.

We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

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) regardless 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.

## **Roles and responsibilities of headteacher, other staff, governors**

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

### **1. Voluntary contributions**

Where activities take place during school session time, parents/carers will be invited to make voluntary contributions towards the total cost. Such activities would include swimming lessons, class outings, day visits and any group of visiting actors, musicians, etc. A pupil will not be debarred from taking part in the activity because the parents cannot or will not contribute, but the activity may not take place unless sufficient voluntary contributions are received to cover the cost.

### **2. 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 the 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
- transport provided in connection with an educational trip (e.g. swimming).

### **3. 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 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).

#### **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/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.

Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).

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

#### **c) Music tuition**

Music tuition for individuals or groups.

### **4. 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. Criteria for qualification for remission are as follows:

Parents in receipt of

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the Headteacher and Governing Body on a discretionary basis, taking into account whether additional help is justified.

Remissions are available as follows for children who:

- are in receipt of free school meals (ie whose parents qualify for benefits as above)
- have received free school meals in the previous 6 years
- are categorised as 'Children in Care' or Post-LAC
- have parents who have served in the Armed Forces within the past three years

	Children in receipt of FSM and Children in Care	Has been on FSM in the previous 6 years	Children of Service personnel
Trips during school hours	100%	50%	0%
Residential trips	75% <sup>see note 1</sup>	50%	0%
Music lessons and School Clubs	100%	on application	on application

Note 1: This remission figure is based on the understanding that costs of residential trips are provided months in advance and so allow families a longer period to prepare for the cost. If there remains any difficulty in paying, the school may offer up to a 100% remission on a discretionary basis.

*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 of visits (and their approximate cost) well in advance so that parents can plan ahead
- 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

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