



## St Swithun's C of E Primary School

### Charging & Remissions Policy

The school believes that all pupils should have an equal opportunity to benefit from school activities and visits, whether curricular or extra-curricular, independent of their parents' financial means. This policy describes our approach to offering a good range of activities and visits whilst minimising any financial barriers that may inhibit some pupils taking part.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities. This policy identifies activities for which:

- Charges will not be made
- Charges may be made
- Charges may be waived

#### **Voluntary contributions**

The school may seek voluntary contributions in order to provide as wide as possible variety of experiences to pupils. Pupils of parents who do not make such contributions will be treated no differently than those who have. The law says ~

*If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay. If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.*

*If insufficient contributions are raised, the school has the right to cancel the trip or activity.*

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

- Education provided within the school or on any trip that takes place during school hours (including the supply of any necessary materials or equipment)
- Education provided within the school or on any trip that takes place outside of school hours if it is part of the National Curriculum 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
- Supply teachers to cover for those teachers accompanying pupils on a residential trip

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

- Non-residential activities, other than those listed above, but only if the majority of the time spent (including any travelling time) takes place outside school hours
- Elements of any residential trips (such as travel; board & lodging) that take place during and/or outside school time. The charges will not exceed the actual cost.
- The cost, per pupil, for teaching staff employed to provide tuition in playing a musical instrument or singing where the tuition is provided as an optional extra.
- The cost, per pupil, of charges incurred (eg travel, non-teaching staff employed) for activities outside of school where those activities are not part of the National Curriculum.
- Transport provided in connection with an educational trip that is part of the National Curriculum

Parents will be notified of charges before they are incurred. Payment shall be made before the activity takes place or termly whichever is appropriate.

### **Remissions**

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 either at no charge or a reduced charge to parents in particular circumstances as follows:

Where a single parent or parents 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 the Inland Revenue) does not exceed the threshold rate that may be in force for the year.

The school may waive part of or all of the charges, including board & lodging, providing the parent(s) has submitted evidence of such receipt to the Head Teacher prior to the activity or visit taking place. Such evidence shall be treated in strictest confidence. The Head Teacher shall determine the scale of remission, part or whole, appropriate.

Where a single parent or parents are not in receipt of any of the above and are unwilling to pay for activities and visits where charges can legally be made they will be invited to submit their reasons why in writing to the Head Teacher prior to the activity or visit taking place. Such submission shall be treated in confidence but the Head Teacher may consult the Chairman of Governors for advice. The Head Teacher shall determine the scale of remission, part or whole, if any is deemed appropriate.

### **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 the school will try to adhere to the following guidelines:

- Where possible a list of visits shall be published at the beginning of the school year so that parents can plan ahead.
- A system shall be provided to enable 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.
- The governing body acknowledges that offering opportunities on a 'first pay, first served' basis may discriminate against pupils from families on lower incomes and the school will avoid this method of selection where possible.