



## **Charging and Remission Policy**

February 2016

### **Philosophy**

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) independent 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. 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 which is required as part of the National Curriculum

#### **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 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).

c) Music tuition

- Music tuition for individuals or groups where the tuition is at the request of the parent/carer.

d) Voluntary contributions

- The school may request voluntary contributions from parents/carers towards the cost of a trip or activity.
- No child will be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay.
- If insufficient voluntary contributions are raised to fund a visit, the school with the full support of the Governing Body reserves the right to cancel a trip.

### **3. Families qualifying for remission or help with charges**

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 families whose children are in receipt of income based free school meals.

More details of how to apply for income based free school meals are available from the school office.

#### **Arrangements for monitoring and evaluation**

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.

**Date for review:** February 2017