



POLICY FOR CHARGING AND REMISSIONS

This policy was considered and adopted by the Governing body.

This policy is available to parents via the school website.

The Headteacher will actively evaluate the effectiveness of this policy which will be fully reviewed in March 2018.

1.0 Introduction

- 1.1 At Studley Community Infants' School we want all children to experience a learning environment where childhood is celebrated and children achieve their full potential.
- 1.2 Studley Community Infants' School believes 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.
- 1.3 The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.
- 1.4 Our policy identifies activities which
 - voluntary contributions may be requested
 - charges will be made
 - charges will not be made.
 - charges may be waived
- 1.5 Separately from the matter of charging, we are able to seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

- 1.6 The Law states:
- That the Governing Body or Headteacher will make this clear to parents from the outset that the activity will not be able to proceed without voluntary contributions from parents.
 - If insufficient contributions are received, the trip or activity may have to be cancelled and any monies already received will be reimbursed.
 - No child will be excluded from an activity because his or her parents are unable or unwilling to pay.
 - If a parent is unwilling or unable to pay their child will still be given an equal chance to on the visit.

2.0 Activities we will not charge for.

- 2.1 An admission application to any maintained school
- 2.2 Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 2.3 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;
- 2.4 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, or part of religious education;
- 2.5 Education provided on any trip that takes place during school hours
- 2.6 Education provided on any trip that takes place outside school hours if it is part of the
- National Curriculum
 - school's basic curriculum for religious education;
- 2.7 Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

3.0 Activities we may charge for.

- 3.1 Activities outside school hours
Residential and non-residential activities (other than those listed in Section 3 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).
- 3.2 Music tuition
Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of the National Curriculum for all pupils.

3.3 Educational visits.

- When any visit is arranged parents will be notified of
- Why the visit is taking place
- Where the visit is taking place
- The date, times and mode of transport to and from the venue
- The cost of the trip
- The time allocation in which to pay
- What to do if financial support is needed

3.4 Leisure activities

3.5 Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activity or thing which will or may be charged for: Day trips, swimming, visiting musicians, theatre companies etc	Parents will/may be asked to make a donation towards the cost	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	Eg. A clay model – a charge to cover the cost of the clay.	Yes see section 5
Charges will/may be made for music tuition		
Charges will be made for the travel and visits component of educational visits	The charge will not exceed the actual cost	Yes see section 5
Charges will be made for after school clubs	The charge will not exceed the actual cost and in most cases will be subsidised.	Yes see section 5
Charges for additional Nursery sessions under community facility powers	Additional lunchtime session £4.50 per day Additional afternoon session 1pm - 3.20pm £9.50 per day	No

4.0 Remissions

4.1 In order to remove financial barriers from 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 such charges will be waived.

5.0 Families qualifying for remission or help with charges.

5.1 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

Category A

- Parents 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 (as assessed by Her Majesty's Revenue and Customs)
- Guaranteed State Pension
- An income related employment and support allowance, introduced on October 27th 2008
- Children in receipt of Pupil Premium

Category B

- Additional categories of parents may claim help with some costs in the following circumstances:
- Where the parent/s are suffering temporary financial hardship (at the discretion of the Governing Body)

6.0 Additional considerations

- 6.1 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 a list of visits at the beginning of the school year so that parents can plan ahead. We will keep costs to a minimum of £15 or less for each trip
 - 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.