

Hall Green Primary School



Policy for Charges & Remissions

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.

INTRODUCTION

This Charging and Remissions Policy complies with statutory requirements and is reviewed on an annual basis by the school Governing Body's Finance Committee.

AIMS AND OBJECTIVES

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

ACTIVITIES WITHOUT CHARGE

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours (including the supply of any materials, books, instruments, other equipment)
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and music tuition, which is part of the National Curriculum in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Transport provided in connection with an educational trip if its main focus is the delivery of the National Curriculum (e.g. swimming).

VOLUNTARY CONTRIBUTIONS

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

CHARGEABLE ACTIVITIES (OPTIONAL EXTRAS)

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - a) Part of the National Curriculum.
 - b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - c) Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements).
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians where pupils take home a finished product. No charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989).

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

REMISSIONS POLICY

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving:

- Income support
- Income based job seeker's allowance
- Family credit
- Disability working allowance.
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- Support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Policy Adopted: 28th January 2015 (Staffing and Finance Committee)