

# **SUMMERCROFT PRIMARY – an ACADEMY SCHOOL**

## **Charging and Remissions Policy**

**Status:** Statutory

### **Purpose**

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' financial means. This policy describes how we will do our best to provide a good range of activities and try to minimise the financial barriers which may prevent some pupils from participating.

The policy has been informed by 'A Guide to the Law for School Governors' and the DfE Guidance "Charging for School Activities" (Nov. 2013)

### **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)
- education provided on any trip that takes place during school hours
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

***NB Parents may be asked to make a voluntary contribution towards the cost of transport and/or the cost of an activity provided in connection with an educational trip.***

#### **2. Activities for which charges may be made**

- a) Activities, residential or non-residential, outside school hours
- b) Board and lodging costs of residential activities. However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.
- c) All costs related to residential trips deemed to take place outside school time
- d) Music tuition for individuals or groups of up to four pupils when this is at the request of parents

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

#### **Charges may be made as indicated below:.**

Parental agreement will be obtained before a charge is made. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

<b>Activity or thing which will or may be charged for</b>	<b>Notes</b>
Materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, clay model – a charge to cover the cost of the clay.
Music tuition	The cost for teaching staff employed to provide tuition where this is an optional extra for an individual pupil or groups of up to four pupils
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost

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

In order to remove financial barriers from disadvantaged pupils, the governing board has agreed that some activities and visits where charges can legally be made will be offered at

- no charge or
- reduced charge to parents in particular circumstances.

This financial help will be offered to 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 and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Additional categories of parents may claim help with some costs in exceptional circumstances at the discretion of the Headteacher. For example the school uses Pupil Premium to fund trips.

### **4. Additional considerations**

The governing board seeks to ensure that offers of activities and visits does not place an unnecessary burden on family finances. We will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year 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
- 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.

Date of Approval: March 2015

Date of Review: March 2016