

Summerville Primary – an Academy School
achieving through care, challenge and creativity
Charges and Remission Policy
Statutory Policy



Charges and Remission Policy

Date of Approval: November 2016	
This policy will be reviewed by the Finance and Resources Committee every 3 years.	
Date for Review: November 2019	
Signature	<i>C. Hirstidge</i> Date
Head Teacher	
Signature	Date
Chair of Governors	

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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 will be asked to make a voluntary contribution towards the cost of transport and entrance fee 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.
- 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.

Is a residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50 percent of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places, and parental agreement will be obtained before a charge is made

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Charges may be made as indicated below:

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

Activity or thing which will or may be charged for	Notes
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 body has agreed that some activities and visits where charges can legally be made will be offered at

- no charge (use of PPG)
- 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 body seeks to ensure that the offer 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, spread over the year (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 will not offer opportunities on a ‘first pay, first served’ basis, as this discriminates against pupils from families on lower incomes.

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