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Review date: Aut 2020

St. Giles' Church of England Primary School (VA)

Head Teacher: Mr. Keith Smithard MA Ed.

'Learn, Grow and Flourish'

Charging & 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 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.

Christian Ethos

As a Church of England School, all of our policies take into consideration and reflect the Christian ethos of our school.

What was consulted?

This policy was informed by *A Guide to Law by School Governors*, the DfE and local authority guidance. Parents and staff were also consulted.

Relationship to other school policies

The policy complements the school's equality policy and the teaching and learning policy.

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 in school and during school hours (including the supply of any materials, books, instruments or 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 that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

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

Costs of residential trips deemed to take place during school time. However, pupils whose parents 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).

Please see HfL policy for definition of 'Residential Trip'

When any trip is arranged, parents will be notified of the policy for allocating places. (If applicable)

Where trips require payment, the following statement will be added to every letter regarding costs:

Can I take this opportunity to remind you of the school's Charging Policy: "The Governors reserve the right to ask parents and carers for a voluntary contribution towards swimming and educational visits. No child will be excluded if parents cannot afford to contribute, but if voluntary contributions prove to be insufficient some activities will not be able to take place". If you wish to discuss payment for the trip, please speak to me in confidence as soon as possible.

"Voluntary Contributions" – Parents are asked to voluntarily contribute towards the cost of trips and other activities that support the normal curriculum for which we have no budget. Where additional costs are involved for example, transport or lesson fees.

Charges will 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.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will be made for any 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. Cost of instruments for after school clubs (for hygiene purposes) cooking ingredients.	Head Teacher's discretion
Charges will be made for Music Tuition	The cost for music tuition provided by Herts Music Service in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	The full amount will be charged as this is an optional extra for only a few pupils.
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
Damage to school property or equipment	Through willful damage or loss through negligence	Parent may be asked to pay cost of repair or replace item.

The Head Teacher will speak to those having difficulty in paying and agree installments or reduction in costs. Each case will be decided individually.

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 or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. 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 of music fees can be found at:

<http://www.hertsmusicservice.org.uk/remission-criteria/>

Parents in receipt of the following may be eligible for free school meals and free milk for infant children aged 5 or over.

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Additional categories of parents may claim help with some costs in some circumstances.

4. Additional considerations

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 (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.

5. Pupil Premium Grant

Pupil premium funding delegated through the school budget is allocated to support pupils who are or have been eligible for free school meals at any time in the last six years. The purpose is to narrow any learning gap between children in this vulnerable group compared with the main cohort of the school.

Pupils eligible for pupil premium will be subsidised or in some cases funded for all educational school trips.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly 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.

