



# CHARGING AND REMISSIONS POLICY

Ben Rhydding Primary School

## Document history

<b>Policy document:</b>	Charging and remissions policy
<b>Legislation: education/ other</b>	Statutory document for school
<b>Lead member of staff:</b>	Kim Taylor- Office Manager, Glen Hartford- Head teacher Peter Timms - Deputy Head teacher
<b>Lead governor:</b>	TBC
<b>Governor committee:</b>	Resource Committee
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## Introduction

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 at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## Roles and responsibilities of Headteacher, Office Manager, other staff and Governors

The Headteacher, Office Manager, 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 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.
- Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

No child will be excluded from an activity if their parent is unable or unwilling to pay. However if insufficient Voluntary Contributions are raised to fund a visit, or the school cannot fund it from some other source, then it may be cancelled.

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

- 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).
- Residential activities – Board, lodging and transportation 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). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size that is not required as part of the National Curriculum.
- Activities such as baking or crafts can be charged where the parents have requested the finished product goes home i.e. baking, sewing etc.

### 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. Criteria for qualification for remission are given below:

Parents in receipt of –

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body considering as to whether additional help is justified.

#### 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, in the newsletter, a list of visits taking place during the academic year.
- We establish a system for parents to pay in instalments.
- Payments for all activities will be made via Parent Pay before the trip takes place unless arranged at short notice.
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will strive to avoid that method of selection.

#### Lettings

The Office Manager is responsible for raising invoices for lettings on a monthly basis. See the Lettings Tariff for charges.